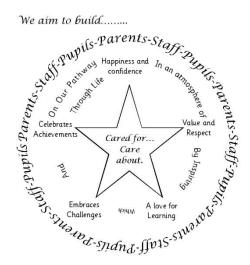
SHOTTERY CE PRIMARY SCHOOL

Before/After School Extra Curricular Activities Policy



We believe that Extra Curricular activities can help to enhance a child's learning and enjoyment at school, developing new and existing skills, and exposing children to activities that they may not otherwise encounter.

Staff are not obligated to run after extra curricular activities but it is hoped that the nature of staff employed at Shottery will support the school's belief that this is a beneficial opportunity, which supports good relationships and aids learning within lessons.

Clubs Offered

At the start of each half term parents will receive a full listing of clubs and associated costs in the school newsletter.

Joining and Payment Arrangements

As clubs are run in staff's time, staff are at liberty to decide which year groups they open their club too, however it is expected that beyond this there is an equitable system on membership. All clubs at Shottery Primary incur a small fee to purchase equipment, costs for clubs must be paid via Parentmail2, in so doing parents make a commitment to the club and accept the terms and conditions of the club.

Start / End Dates

Clubs generally run every week of the term with the exception of the First week of each term and parents' consultation weeks. Clubs do not run in the last week of the summer term or the last 2 weeks before the Christmas break. All clubs with the exception of Imagineering finish at 4:15, Imagineering finishes at 4:30. Sometimes a club may need to be unexpectedly cancelled for example, staff absence, on such occasions this will be communicated to parents through a notice at the gate at morning drop off, e letter and text message. A member of staff will remain on site until pupils are collected. If alternative arrangements have been made for your child at the end of the day please contact the office and notify the club leader in writing, i.e. if someone different is collecting your child.

Attendance

It is expected that a children show commitment to clubs and attend all sessions, where absence is unavoidable it is expected that this is communicated to the organising staff member in advance of the session.

Supervision and Safety

Collection from clubs taking place in the KS2 building is from the playground under the supervision of the club leader. Collection from sports clubs is from the club venue of the field, hall or playground. Collection for clubs held in Class 3 is from the classroom. The organising member of staff will ensure that children are dismissed to parents and that they remain onsite until all children are collected. Under no circumstances will children be allowed to wait outside the school unsupervised before collection by parents or sent home with an unauthorised adult. If a parent delegates responsibility for collecting their child to another adult or wants their child to walk home unsupervised then they must put this in writing. Siblings of children attending clubs are to be collected as usual at the end of the normal school day. Neither the school nor the club organiser is responsible for the supervision of siblings during the club session. In case of fire, children will be led on to the playground where the club organiser will check the club register.

Any concerns regarding the safety or welfare of a pupil during club sessions must be logged on a green form.

Lunchtime Clubs

Teacher-led lunchtime clubs follow all regular school procedures. They will run from 12:00-12:30 for KS2 pupils and from 12:30-1:00 for KS1. Permission slips are not required for lunchtime clubs.

Should a teacher have to cancel a lunchtime club, children should follow their normal lunchtime procedure. All children-led lunchtime clubs need to have an adult who agrees to be available to supervise in case of emergency.