



**Heartwood CE VC Primary and Nursery
School**

Extra- Curricular Clubs Policy

Date: June 2025

Review Date: June 2027

Signed:

A handwritten signature in black ink, appearing to be "A. H. H. H.", is written over a faint, light-colored signature line.

Rationale

At the heart of our vision for all to flourish at Heartwood CE VC Primary and Nursery School, is our commitment to providing the very best for all children to enjoy and achieve. This includes having the widest possible range of opportunities both within and beyond the curriculum. We offer extra-curricular opportunities through various types of provision clubs – all with a view to increasing the range of experiences that children have, enabling them to make informed choices for adult life. Activities are designed to be fun and cater for a wide variety of interests and identified needs.

We want to offer the scope for each and every child to find a passion, develop a talent, spark an interest or simply find pleasure in doing an activity with others. After-school clubs are a fantastic way of achieving this and we are excited to offer a wide range of clubs at Heartwood.

Aims and Objectives

Participation in clubs:

- Enables children to sample and enjoy a range of activities and pursuits that will help them choose leisure activities for adult life.
- Enables children to experience activities that they may not otherwise encounter, and acquire and develop new and existing skills.
- Helps build confidence, well-being and creativity.
- Encourages children to develop friendships between age groups and work together co-operatively.

Who delivers our clubs?

The majority of clubs are delivered by members of staff who have a passion for, and expertise in, specific subjects.

There are other clubs offered that are delivered by expert and specialist third parties.

Clubs Offered

We offer a varied and challenging programme of clubs and extra-curricular activities for children across the school, this can vary each term to cater for the identified need, talents and interests of the children. At Heartwood we aim to provide sports within our offer to promote physical development and healthy living.

An After-school Clubs letter which includes a full listing of clubs available for the next half term is sent home to parents and carers, this is also uploaded to the school website. The letter will state a date when the letter has to be returned by.

General Procedures

Our secretary is responsible for managing the After-school Club service and works closely with our Business Manager, Headteacher, curriculum leads, dedicated support and teaching staff and our carefully selected third party club providers. This allows us to run an efficient, sustainable, relevant, fun and high quality After-school Club service.

Organisation of Clubs

- After-school activities usually run from 3.30 to 4.30 pm.
- Each club runs for one half term.
- A new programme of clubs is offered each half term.

Start Dates

- All clubs start during the second week of each half term.
- Requests for a place at a club are made by returning the half termly club letter to school. Parents and carers are to tick which of the clubs their child would like to attend.

Allocation of Clubs

All places are offered on a half term by half term basis. When booking forms are available to request places for the half term ahead, a date is given by which the forms need to be returned.

At this point, clubs will be allocated prioritising places for whom children for whom the school receives Pupil Premium; where spaces for a club are limited and demand is high, 60% of the club will be offered to children in receipt of pupil premium and the pupil names of all applications not allocated will be selected on a first come, first served basis.

If a club is oversubscribed, a waiting list will be started and children, starting from the top of the list, will be offered a place should one become available.

Parents/carers will be informed if their child has been allocated a place on the club by a School Comms app message.

Registration

A register is taken by the staff member in charge of a club at the start of each session. This is shared previously with the class teacher who will bring the child/ren to the space where the club is taking part.

Absences

Parents/carers are requested to inform the school if their child is unable to attend one of the sessions. If a child misses more than **two sessions**, not due to illness or another suitable reason, they will no longer have a place on the school club.

Attendance

It is expected that a child will commit to a half term's membership of a chosen club. Parents/carers are requested to inform the School Office if their child wishes to leave the club before the end of term. Their place will be allocated to a child on the waiting list.

Cancellation of the clubs

A club should only be cancelled after discussion with the Headteacher or Business Manager. Clubs will only be cancelled as a last resort if no staff member is able to cover the absence of a club leader. The school will attempt to cover in-house. On very rare occasions where it is necessary to cancel a club:

- Parents/carers will be notified, at the earliest opportunity, of any session that needs to be cancelled.
- If a session needs to be cancelled on the day itself for example due to the unexpected illness of the club leader, the school will notify parents/carers via the school text service.
- Should a session be cancelled at the last-minute, for example due to adverse weather conditions, the club organiser will supervise the children until all children have been collected, or follow the arrangements agreed with parents if different.

Supervision and Safety

- The club leader will ensure that all children leave the building safely as per the arrangements agreed with parents/carers.
- 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 leader is responsible for the supervision of siblings during the club session.
- A 'first-aider' will always be on school premises for the duration of the club session.
- A designated safeguarding leader will always be on the premises for the duration of the club session
- In case of fire, the children will be led on to the school field where the club leader will check the club register.

Collection of Children from Clubs

- Activities are planned for the full duration of a Club. Parents/carers are not to collect their children before 4:30pm unless an emergency or agreed by the school.
- Parents/carers should ensure they collect their children promptly at the end of an after-school club from the assigned area.
- Parents/carers must inform the school office if their child is being collected by someone else.
- Children who are not collected on time will be taken to the school office.

- If children are routinely collected late from a club, parents will be contacted to discuss the situation. Continued late pick-up may result in a parent being informed that their child is unable to attend a club.

Charges for Clubs

- Clubs run by school staff are free of charge to families, this is partly funded by sports premium and pupil premium. The school has an allocated budget to provide consumables for the clubs.
- Where an external provider is running a club, the school will ensure this is at low cost. The school can help with the cost of a club for children. Parents should speak with the Headteacher.
- Outside providers of clubs operate their own charging policies. On allowing a club to use the premises, the school will consider the cost to pupils and its financial accessibility. In some cases a subsidy might be made available at the discretion of the Governing Body.
- Where outside providers are charging parents/carers, the costs to be incurred will be made clear before parents agree to children attending the club.

Payment

Externally run clubs: Where a charge is made for a club run by a private organisation, payments should be paid directly to the organisation running the club; charges and all payment details are given within the half-termly club offer.

Behaviour

Our Behaviour and Relationships policy is applied during clubs ran by the school. We expect all children to behave in an appropriate manner, consistently following the school's policy, and any unacceptable behaviour will not be tolerated. All providers are made aware of our behaviour expectations; if they deem any behaviour to be unacceptable this will be reported to senior leaders, parents/carers will be informed at collection.

Every effort will be provided to ensure that all clubs are inclusive and adapted for all pupils to access and flourish. Staff will implement the points on a child's positive behaviour plan if they have one. Where possible the school will attempt to fund an additional staff member to support a child to access a club.

If a child is persistently breaching the school's Behaviour and Relationship's policy, displaying unsafe behaviour and/or impacting the learning and enjoyment of other children in the club, their place in the club maybe discontinued. The senior leaders of the school will make the final decision.

Attendance at clubs will not be used as a 'threat' or a sanction for negative behaviour in school. However, if staff have a significant concern regarding a child due to negative

behaviour displayed in the day that could put themselves or others at risk, or impact the session, senior leaders have the right to contact the parent/carer to collect at the end of the day and the child will not attend the club that day. If a child has had a suspension, they will not be able to access the club that day.

Health and Safety Considerations

Prior to starting a club all external Club Leaders are given an Induction Pack which includes policies relating to after- school clubs, health and safety, first aid procedures in school, and child protection. This is explained and talked through by the Business Manager.

All club leaders are asked to ensure that every half-term there is a reminder about:

- Procedures in case of a fire
- Rules for moving round the school building — particularly arrangements for going to the toilet
- Expectations of behaviour
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All club leaders should ensure that:

- They are prompt and ready to start the club.
- They take a walkie talkie with them to their club to access support if needed.
- They have all medical details and contact numbers for children attending the club
- They are familiar with the school's Policies for Safeguarding, and Health and Safety
- They have up-to-date permission slips from parents, including any medical or other special needs, and agreed arrangements for travelling home.
- They have completed, and submitted to the Business Manager, the appropriate risk assessment for their club.
- A full register of all children attending a club is maintained for each session (Club Leaders to pass their Register back to the Secretary after each session.).
- Appropriate clothing is worn for all clubs by staff and children, including the Heartwood sports kit, plus any other kit that is required.
- All resources and any necessary preparations have been organised ready for the club to start promptly at the specified time.
- Parents/carers are informed of any change in arrangements.
- Their club finishes promptly at the specified time. The Club Leader has the same duty of care as at the end of the school day; s/he should inform the Secretary of any child who is regularly collected late. This could result in a child being prevented from remaining in, or joining a club.

School leadership should ensure that:

- Enhanced DBS Checks are completed on all Club Leaders and details are recorded on the school's Single Central Register.
- External providers for coaching sports activities provide copies of their qualifications.
- Club leaders are clear about the expectations of the school regarding their role.
- A minimum level of adequate supervision is agreed and followed for each activity.
- Procedures (Safeguarding and Health & Safety) and expectations (Behaviour) are followed.

- Risk assessments are in place for each club where appropriate.
- There is always a member of school staff, a Designated Safeguarding leader and trained First Aider on the premises whilst clubs are taking place.
- The Pupil Premium Champion will track participation of clubs for pupils eligible for pupil premium and report to the governing body.

Teachers should ensure that:

- They have an up-to-date club list to ensure that the end of the day is organised for children to attend clubs.
- Any necessary information, including SEND, Positive Behaviour plans or other information is shared with the club leader.
- Children are supervised at the end of school and are taken to their club by space after all other children in the class have been dismissed.
- Children take all their belongings to the club at the end of the day.

Quality implementation of clubs

- Subject leaders will support club leaders with the planning of their club for the half term if they need support. They will ensure that there is a quality extra-curricular club implementation planned for the children to flourish. They will also evaluate the quality of the impact of the club offer at the end of the half term with the club leader and make suitable adaptations to further clubs.
- Club leaders will be given the first week of every half term to plan, prepare and resource the club for the upcoming half term. Club leaders can request allocated time in the day to prepare their club where applicable.

Inclusion

Our clubs are fully inclusive, and all children are encouraged to participate in extracurricular activities. If a child has special or medical needs information will be shared with the Club Leader and any necessary arrangements agreed.

Feedback

To ensure we continue to offer a high quality and relevant range of after-school clubs we encourage parents/carers to complete a short questionnaire with their child following their attendance at a club. Questionnaires will be sent out electronically. All feedback is carefully considered and taken into account when decisions are taken about club provision for the next term.

Complaints

If parents/carers are concerned about any aspect of an after-school club, they should follow the school's Complaints policy.