

Children have a core entitlement in terms of the curriculum school offers. Wherever possible, we make this broad, interesting and relevant. However, there are areas of learning that are not within the scope of the usual school day but which we recognise as being beneficial to our children. We aim to offer these extra opportunities through various types of provision delivered by school staff, external providers and independent clubs — all with a view to increasing the range of experiences that children have, enabling them to make informed choices for adult life.

### **The Aims of the Policy**

By encouraging extra-curricular activities, we intend to:

- Enable children to sample from a range of activities and pursuits that will help them choose leisure activities for adult life
- Enable children to have fun and enjoy a broad range of activities
- Enable children to extend their enjoyment of particular areas of learning through more in-depth study and activity
- Encourage children to develop friendships between age groups, and work together cooperatively.

### **Procedure**

As the Academy has grown, the staff at St Martin's have been committed to enhancing provision in a variety of ways but we recognise the limitations of a small team. As the school is nearing full capacity, our extra-curricular activities fall into the following categories.

- **Lunchtime Activities by School Staff** - These normally run from 12.30pm to 1.00pm and are intended to attract children who would be unable to attend afterschool clubs due to other commitments.
- **Lunchtime Activities by Outside Providers** - Additional activities are offered by outside providers. These run from 12.30pm to 1.00pm and provide activities which existing members of staff would be unable to offer.
- **After School Activities by School Staff** - After school activities run by school staff will be at the discretion of that member of staff involved and parents will be informed of timings and options
- **Afterschool Activities Provided by Outside Providers** - Activities provided by outside providers will be at the discretion of the provider and parents will be informed of timings and options.

### **Afterschool Club Procedures**

After-school activities usually run from 4.00pm. Parents or carers must apply for a place at all extra curricular clubs and will be sent a confirmation email if their child is accepted. The email will confirm dates and additional details for all allocated clubs along with an additional code of conduct agreement.

Clubs will normally run in six-week blocks (or within half terms depending on the length of a term) and a register will be kept of children attending. Children and families are updated on the clubs that are available each half term. An up-to-date list of current clubs is also available on the school website and a list of the clubs that children can attend is sent home. A member of school staff is available for the duration of the club in case of emergency and to ensure that all children have safely exited the premises at the end of the club. All club staff complete relevant safeguarding checks before working within the school in any context.

If an afterschool club is cancelled, office staff will inform all parents as soon as possible so that arrangements can be made for the collection of their child ahead of time. Should a club, for which parents have incurred a charge, be canceled by the organiser or missed at short notice, the school will not be held liable for refunds. Should parents wish to seek a refund, this should be directly from the club provider. Club organisers will be kept informed of any child who is unable to attend the club on any given occasion and they should also alert the office if any child does not attend and is not accounted for.

There will be a maximum number of places on offer and school reserves the right to withdraw the privilege of attending a club should there be a breach of the club agreement by child or parent. All children will be offered a place at least one club run by school staff during the course of the year. A selection of clubs will be offered and children will state preferences that are not in any particular order. Parents will be informed via email if places in a club can be offered.

### **Equal Opportunities**

All clubs are advertised to all children at an age appropriate level. Where barriers to children participating exist, we try to overcome these by:

- Running lunchtime clubs for those children who have difficulties staying after school ensuring a member of school staff is always on site to support children with special needs should an issue arise
- Addressing any other special needs that might require adaptation of the school environment.

- Where possible, each child will be offered one club run by school staff.
- Financial assistance will be provided wherever possible for children in receipt of pupil premium to ensure fair access to enrichment activities.

All club leaders are notified with details of children with special needs and health issues. Special arrangements may need to be made for these children in discussion with the school leadership team.

### **Health and Safety Considerations**

All club leaders should 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
- Arrangements in case a club has to be cancelled
- The expected duration of the club and any other details.

All clubs leaders should ensure that:

- They have access to all medical details and contact numbers for children attending the club
- They are familiar with the school's health and safety policy
- They have up-to-date permission slips from parents, including agreed arrangements for travelling home
- They have completed, and submitted to the school leadership, the appropriate risk assessment for their club.

School leadership should ensure that:

- DBS checks have been completed on all club leaders
- Club leaders are clear about the expectations of the school regarding their role
- Procedures are followed
- Risk assessments are in place for each club
- There is always a member of school staff on the premises whilst the club is taking place.

### **Charges for Clubs**

Any parent who would like their child to attend a club which may carry a fee but is unable for financial reasons can approach the school who will consider their application sympathetically and may be able to offer support. The cost of clubs is kept to a minimum. Clubs run by school staff only charge for the cost of consumable items, eg a charge for each cookery session to cover the cost of ingredients if required.

Outside providers of clubs operate their own charging policies. On allowing the 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 Academy. Where outside providers are charging parents, it is expected that the costs to be incurred will be made clear before parents agree to children attending the club.

### **Enrichment Activity Agreement.**

- To ensure fair access to enrichment activities, children who do not attend a club on three consecutive occasions will have their place withdrawn and offered to a child on the waiting list. Where there is a financial loss, the school cannot be held responsible.
- Children attending enrichment activities either before, during or after school must ensure that they have the correct kit and be changed before the club starts.
- Children are expected to maintain the high standards of behaviour before, during and after school and as such may be asked to leave an enrichment activity should the club leader think it would be unsafe for them and/or others for their participation to continue.
- The school will not be liable for refunds of fees paid to external providers if a child fails to attend, leaves or is asked to leave a club due to poor behaviour. Although the school collects monies owed to external providers, the contract is with the provider and not the school.
- The school will not be held liable for refunds of fees paid if clubs are unable to run due to last minute, unforeseen circumstances. The school will always refund monies owed if these are repaid to the school by the provider.
- Failure to pay fees for enrichment activities run by external providers will result in withdrawal of the club unless advised otherwise by the club provider.