

# Meriden Church of England Primary School



## Policy for Extra Curricular Clubs

### Statement

Meriden Church of England Primary School children have a core entitlement to a full curriculum and 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.

### 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,

The policy is part of the School Improvement Plan and relates to other policies including Child Protection Policy, Uncollected Children Policy, and Admissions, Arrivals and Departures Policy.

### Procedure

Our extra-curricular activities fall into the following categories.

#### Lunchtime Activities run by School Staff

These normally run from 12.15pm to 1.00pm and are intended to attract children who would be unable to attend afterschool clubs due to other commitments.

#### After School Activities run 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.

#### After school Activities run 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.

#### After school Club Procedures

After-school activities usually run from 3.30pm. Permission slips must be completed prior to any child attending a club. A register will be kept of children attending with contact details.

#### A club run by school staff

The member of school staff is available for the duration of the club and ensures that all children have safely exited the premises at the end of the club.

**Any changes of arrangements** to the collection of children from the club should be made to the school office

### **A club run by outside providers**

The provider takes full responsibility for the pupils from the time specified on the original letter and is available for the duration of the club, ensuring that all children have safely exited the premises at the end of the club.

**The manager of the club** has signed an agreement to ensure all representatives present at the club have a first aid certificate where appropriate, have had the relevant child protection training and have completed a CRB/ DBS.

**Any changes of arrangements** to the collection of children must be made by parents directly to the manager or representative of the club – relevant contact numbers will be provided.

**Parents** must have provided contact details to the club representative in case of an emergency.

All club leaders are required to keep a list 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.

### **Charges for Clubs**

The cost of school run clubs is kept to a minimum, any charges are only for the cost of consumable items, e.g. craft club

Outside providers of clubs operate their own charging policies.

Any pupil in receipt of free school meals may attend the club and their payment will be covered by the Pupil Premium Grant. School must be made aware of this to ensure the provider receives payment.

Signed :

Date adopted: May 2014

Date to be reviewed: May 2017