



**Deanery C.E. Primary School**  
**Academy Status**

# **Extra-Curricular Activities Policy**

**March 2024**

**The Deanery School Christian Ethos**  
Our School Motto – ‘Ad Majorem Dei Gloriam’  
Translated this simply means ‘To the Greater Glory of God’.

**Vision**

We believe that everything we do is a faithful response to God’s faithfulness, shown to us through Jesus Christ. Our vision is to reflect God’s Glory in every season of life, in all aspects, from the little things, to the big.

**Beliefs and Values**

We believe that God’s heart is for his children to thrive in a happy, secure, and caring environment at the Deanery. It is an essential part of our Christian ethos that we thank God for how he has demonstrated peace, love, faith, joy, grace and hope to us. We seek to reflect these core values throughout all areas of life in the school.

We believe that education, strengthened by our faith, is the vehicle with which children can achieve their full potential.

**School Culture**

At the Deanery we aim to provide opportunities and experiences for everyone to learn and develop their social, creative and academic skills within a motivating and stimulating environment.

We aim to:

- Foster an environment that is enriched spiritually, morally, ethically and socially through the Christian faith.
- Value each child as unique, regardless of faith, ability, gender or ethnicity.
- Nurture children to be polite, respectful and considerate towards one another.
- Offer a range of opportunities and experiences to develop their confidence, self-esteem and independence.
- Encourage each child to fulfil their potential within all areas of the curriculum.
- Promote knowledge and understanding through a secure, stimulating and enriched environment.
- Create a broad educational experience that is enriched both morally and spiritually through partnership with staff, governors, parents, the local community, parishes of the Deanery and Birmingham Diocese.
- Enable each child to value themselves and have aspirations for the future.
- Recognise everyone’s place in the wider community.

## **Aims**

At Deanery Primary School we are committed to providing the very best for all children to enjoy and achieve. We want our children to 'Live life in all its fullness' (John10:10). This includes offering a wide range of opportunities for personal development both within and beyond the curriculum.

We offer extra-curricular 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.

## **Benefits of Extra Curricular Clubs**

As a school we see many benefits in providing a programme of extra curricular activities:

- To increase the amount of physical activity undertaken.
- To develop expertise in sport and music.
- To further develop skills and knowledge of the specific activity.
- Children of various age groups join together and share ideas, skills and experiences. They meet with children who are not necessarily in their peer group and so widen their social horizons. Children are able to build relationships with staff, both teaching and non-teaching, who do not normally meet during the school day.
- Staff from school and external providers have an opportunity to meet and work with children from a wide range of age groups.
- Staff and children can build upon their interests, expertise and experiences by sharing these with others. At the same time, other members of the school community develop new interests and try out new skills and experiences.
- There are opportunities for all members of the school community to be together – many clubs involve teaching and non-teaching staff, parent and other adult helpers and children.
- Children who may not enjoy academic success are able to achieve success in other areas.
- Many opportunities are given for developing social skills.

## **Overview**

We offer a varied and challenging programme of clubs and extra-curricular activities for children across the school and different clubs take place each term. Any new clubs are communicated to parents via email and detailed on the school website.

A termly schedule of clubs currently operating can be found on the school website.

<https://www.deanery.bham.sch.uk/extra-curricular/clubs>

## **Organisation of Clubs**

Our School Business Manager is responsible for managing the After-school Club service and works closely with our Office Team, Headteacher, curriculum leads; dedicated 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 provision.

- After-school activities usually run from 3.30 to 4.30
- A new programme of clubs is offered in the Autumn, Spring and Summer Terms of each school year.

## **Booking and Paying for Club Places**

In the last few weeks of each term, parents will receive an email detailing the clubs available for the next term. School run clubs will be available to book on Scopay and externally run clubs are booked and paid for directly with the club provider. Should a club be fully booked, there is the option to be added to a waiting list for a place, if one should become available – please contact the School Office to request to be placed on the waiting list.

## **Charges for Clubs**

- The cost of clubs is kept to a minimum to ensure access for all children.
- The school can help with the cost of a club for children for whom Pupil Premium funding is received. Parents should speak with the Headteacher or a member of the office staff.
- 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.
- Where outside providers are charging parents, 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 termly club offer.
- School run clubs: Any charges made for school run clubs should be paid at the time of booking on Scopay.

## **Registration**

A register is taken by the staff member in charge of a club at the start of each session. If a child is absent but the club organiser has not been reliably informed, the club support adult will ask the School Office to attempt to contact a parent by phone.

## **Absences**

Parents are requested to inform the club leader in advance if their child is unable to attend one of the sessions. This can be done either by email or telephone.

## **Attendance**

It is expected that a child will commit to half a term's membership of a chosen club (eg Autumn 1/2, Spring 1/2, Summer 1/2). Parents are requested to inform the School Office if their child wishes to leave the club before the end of term.

## **Cancellation**

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. On very rare occasions where it is necessary to cancel a club:

- Parents will be notified, in advance, 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 and the children will follow the arrangements agreed with parents on their permission slips. Parents must ensure the school is provided with an up-to-date telephone number.
- 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.

In the event of an externally run club being cancelled at short notice, parents will be informed by a member of the school office team.

## **Supervision and Safety**

- The club leader will ensure that all children leave the building safely as per the arrangements agreed with parents.
- 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 club sessions.
- 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; sessions will often end with some 'tidy-up' time, therefore parents are asked not to collect their child early unless by pre-arrangement or in exceptional circumstances.
- Parents should ensure they collect their children promptly at the end of an after-school club from the assigned entrance, which is given on the Termly Clubs Programme.
- The Clubs Programme is available on the After-school Clubs page of school website.
- 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.
- Children attending Foxes: All children will be escorted by the Club Leader and handed-over to a member of their staff.

### **Behaviour**

We expect all children to behave in an appropriate manner 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 the Business Manager.

### **Health and Safety Considerations**

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

All External Providers of clubs will ensure that:

- 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 School 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 School Business Manager after each session.)
- Appropriate clothing is worn for all clubs 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.
- The School and parents are informed of any change in arrangements.

The School Business Manager is responsible for ensuring:

- All Club Leaders are given a full induction, including a walkthrough of the Clubs Policy and Risk Assessments. Risk Assessments are signed by Club Leaders ahead of the club taking place.
- DBS Checks are seen for all Club Leaders and details are recorded on the school's Single Central Register.
- 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.
- The Club provider is First Aid trained, and/or there is always a member of school staff and a trained First Aider on the premises whilst clubs are taking place.
- Provider insurance documents are provided, checked and copied for our records.
- External providers for coaching sports activities provide copies of their qualifications.
- Club leaders are clear about the expectations of the school regarding their role.

**Inclusion**

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

**Complaints**

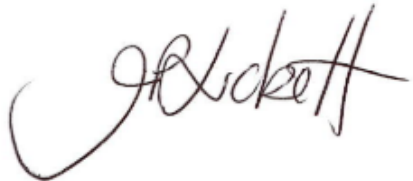
If parents are concerned about any aspect of an after-school club, they should talk to the club leader in the first instance and follow it up with correspondence to school.

**Foxes Club**

*Foxes Club booking requests will open at the same time as After School Clubs bookings so that you have a choice of which club you wish to use. If your child needs to attend Foxes Club straight after the After School Club the club leader will take your child straight to Foxes Club at 4.30pm. Once Foxes club has been booked they are unable to cancel sessions or refund money for children that do not attend Foxes Club.*

Policy reviewed by Anita Morris – Deputy Head

March 2024



Approved by Jayne Lockett, Head Teacher  
Presented to the Full Governing Body

## AFTER SCHOOL CLUB PROCEDURES

### First Aid

- Clubs are responsible for their own first aid and should bring a first aid kit with them to sessions. All minor incidents should be dealt with by the coach. Should there be a serious incident then two uninjured children should be sent to the school office to find a member of staff to aid the coach. The rest of the children should **never** be left unattended.
- Children should be encouraged to go to the toilet before a session begins but should they need to go during a session then two children are to be sent together.

### **No children should ever be allowed to wander around on their own.**

- Once a club has finished the children are not to walk around or enter the school alone, if they need to fetch something you must wait until all the children have been dismissed and then supervise that child. Children should only return to classes if absolutely necessary and under the supervision of an adult coach or member of staff.
- Children should be released from either the KS2 door or main reception depending on where the register states. Children should be released to a parent/carer unless it is stated on the register that they are walking home.
- Some children will be highlighted for Foxes Club (the after school club). The member of staff responsible for the club will take these children to Foxes Club once the other children have been dismissed. Access to Foxes Club can be obtained through Nursery classrooms.
- All children that are left due to late parents/carers should be held at the school office and reported to a member of staff.
- ALL children must be released to parents/carers before a coach/teacher may leave.
- If you have any questions please ask before the club starts.

**If you agree to all of the above points then please sign below. This document will be kept in the club's register.**

**Name of coach** .....

**Signature** .....

**Date** .....