Our Lady & St Joseph
Extra-Curricular Activities Policy

Policy Statement and Guidelines
Autumn 2022

Mission Statement:

We are a happy, exciting and successful learning community with Jesus at the centre

Policy Statement: Extra Curricular Activities

This policy statement should not be read in isolation but in conjunction with all other school policies. Particular attention should be paid to the school's aims, the behaviour policy, the equal opportunities policy, the health and safety policy and the offsite activities policy.

At Our School we work hard to create a balanced curriculum which has breadth as well as depth. The school has a strong tradition of music, a good range of sporting activities and a variety of extra-curricular clubs. Most clubs are provided by outside agencies such as clubs run through Simon Woods of Superstar Sports and Alex Pope of Showcase. School run a Gardening Club on a Monday (led by a TA) and 'Growing In Faith Together' (GIFT) Club on a Thursday (led externally by an ex-member of staff).

High quality clubs and activities are an essential part of school life. They provide opportunities to enrich children's experiences beyond the curriculum and an excellent medium to foster good relationships between teachers and pupils. They develop children's social skills by providing a forum for interaction between pupils of different ages and schools.

Clubs and activities should promote a positive attitude towards school and help to develop the school's relationship with parents. They may also help children to channel their leisure time constructively.

At Our School we aim to give children opportunities to:

- Participate in a variety of clubs

- Safely enjoy well organised clubs

- Be involved in competitive activities which take place in a friendly and sporting atmosphere

- Make an active contribution to the school through their participation

- Develop and extend their skills

Guidelines for Implementation

All after school clubs and activities must adhere to the following procedural and safety guidelines:

Any new clubs will need the Headteacher's approval and must be consulted on.

Parents sign up to and pay for clubs via the SCO pay app. A new list of clubs will be co-ordinated by the school office at the beginning of each year. Efforts will be made to ensure that children in each year group have a variety of clubs from which to choose.

A timetable and register of clubs must be kept in the school office.

A list of children who are taking part in each club must be given to all class teachers by the Office before the club commences.

Parents must indicate on the SCO pay app whether the child will be picked up or will walk home alone. Parents must be informed of the finishing time for the club and that the school will <u>not</u> contact them if their child does not turn up.

All clubs must finish promptly at the specified time. The club leader in charge has the same duty of care as at the end of the school day.

A register will be taken at the beginning of each club.

If a child does not attend an activity or a club for 3 weeks running, they will be removed from the register. Parents will be informed if this happens.

Any pupil who persistently misbehaves or disrupts a club will be removed from the register and parents will be informed.

If a child wishes to withdraw from a club they must ask their parents to contact the school so that we are aware that they are withdrawing with parental permission.

A club should only be cancelled after discussion with the Headteacher. Parents should be given 24 hours written notice.

If 24 hours written notice is not possible, and parents cannot be contacted by telephone, children should be properly supervised at school until the usual ending time for the club.

No child should be taken off site unless the usual off-site procedures have been followed. The forms for taking children off-site should be given to the Headteacher two days in advance. This also applies to football and netball matches.

Clubs will not run for the first and last weeks of each term.