

**Llantarnam Community Primary School**

**Growing and Learning Together**

**Policy for Extra-Curricular Clubs and out of school hour’s activities**

We believe this policy relates to the following legislation:

* Education Act 2002
* Children's Act 2004
* Education Act 2005

We believe that children benefit considerably in many aspects of their overall development when they experience a wide range of extra-curricular activities. By providing them with these experiences we are encouraging our children to continue to pursue them into adult life. When taking part we want our children to have fun and enjoyment and the opportunity to build friendships and to work together cooperatively.

Article 31 United Nations Right of the Child – Every Child has the right to relax, play and join a wide range of cultural and artistic activities.

We use a combination of teaching staff, parents, governors and external agencies as providers. All activities develop and re-enforce skills. All health and safety issues are dealt with and are in line with all school policies. All pupil achievements are celebrated at the annual Presentation of Awards in the summer term when certificates and other prizes are awarded.

We provide the following range of extra-curricular activities free of charge, these vary termly and yearly. See appendix 1 updated termly /as required.

External agencies to provide a range of clubs at a cost.

A number of lunchtime clubs are run by Year 5&6 pupils for younger year groups.

Some out of school clubs are specifically aimed at pupils requiring additional intervention to achieve potential and to extend skills and abilities of MAT pupils. (see appendix 2)

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

**Aims**

* To provide a wide range of quality extra-curricular activities for all pupils during school clubs.
* To listen to the pupils and provide activities and clubs which suit their needs and interests.
* To work with staff and outside agencies to continue to improve and develop provision provided

**Responsibility for the Policy and Procedure**

**Role of the Governing Body**

The Governing Body has:

* delegated powers and responsibilities to the Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
* responsibility for ensuring that the school complies with all equalities legislation;
* nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
* responsibility for ensuring funding is in place to support this policy;
* responsibility for ensuring this policy and all policies are maintained and updated regularly;
* responsibility for ensuring all policies are made available to parents;
* the responsibility of involving the School Council in the development, approval, implementation and review of this policy;
* the Headteacher and the coordinator and to report back to the Governing Body;
* responsibility for the effective implementation, monitoring and evaluation of this policy

 **Role of the Head teacher**

The Headteacher will:

* ensure all school personnel, pupils and parents are aware of and comply with this policy;
* ensure all Disclosure and Barring checks are in place;
* ensure all relevant health and safety policies are adhered to;
* work closely with the link governor and coordinator;
* provide leadership and vision in respect of equality;
* provide guidance, support and training to all staff;
* monitor the effectiveness of this policy;
* annually report to the Governing Body on the success and development of this policy

**Role of the Coordinator – Deputy Headteacher**

The coordinator will:

* lead the development of this policy throughout the school;
* work closely with the Headteacher and the nominated governor;
* at the beginning of the academic year plan all extra-curricular activities with regard to:
* providers (including induction for all staff including external providers)
* times and days
* venues
* Disclosure and Barring Service checks for providers
* health and safety procedures
* evacuation procedures
* permission slips from pupils
* collection arrangements
* medical details of pupils
* risk assessments
* first aid procedures
* first aid qualifications of providers
* arrangements for pupils with special needs
* provision for children who cannot attend after school
* provide guidance and support to all staff;
* provide training for all staff on induction and when the need arises;
* keep up to date with new developments and resources;
* undertake risk assessments when required;
* review and monitor;
* annually report to the Governing Body on the success and development of this policy

**Providers Will:-**

All providers will:

* comply with all aspects of this policy
* complete a Disclosure and Barring Service check
* undertake appropriate training in:
* organising and managing an extra-curricular club
* health and safety
* first aid
* fire safety
* evacuation of the school building in the event of fire
* risk assessments
* supporting pupils with additional learning needs
* pupil behaviour and discipline
* ensure that before a club commences the following are in place:
* pupil contact and medical details
* permission slips
* risk assessments
* another adult is on the school premises while the club is taking place
* communicate with pupils and parents via:
* school website
* email
* parent letter
* implement the school’s equalities policy and schemes;
* Implement schools behaviour management policy
* report and deal with all incidents of discrimination;
* attend appropriate training sessions on equality;
* report any concerns they have on any aspect of the school community

**Role of Pupils**

Pupils will:

* be aware of and comply with this policy;
* listen carefully to all instructions given by the provider;
* ask for further help if they do not understand;
* treat others, their work and equipment with respect;
* support the school Code of Conduct and guidance necessary to ensure the smooth running of the school;
* liase with the school council;
* take part in questionnaires and surveys

**Role of the School Council**

The School Council will be involved in:

* determining this policy with the Governing Body;
* discussing improvements to this policy during the school year;
* organise surveys to gauge the thoughts of all pupils;
* reviewing the effectiveness of this policy with the Governing Body

**Role of Parents / Carers**

Parents/carers will:

* be aware of and comply with this policy;
* provide contact and medical details for their children;
* be encouraged to organise or help with after school clubs or groups;
* be encouraged to work in school as volunteers;
* be encouraged to take an active role in the life of the school by attending:
* parents and open evenings
* parent-teacher consultations
* class assemblies
* school concerts
* fundraising and social events
* be asked to take part in periodic surveys conducted by the school;
* encourage effort and achievement;
* support the school Code of Conduct and guidance necessary to ensure smooth running of the school

**Raising Awareness of this Policy**

We will raise awareness of this policy via:

* the School Handbook/Prospectus
* the school website
* the Staff Handbook
* meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
* school events
* meetings with school personnel
* communications with home such as weekly newsletters and of end of half term newsletters
* reports such annual report to parents and Headteacher reports to the Governing Body
* information displays in the main school entrance

**Training**

We ensure all school personnel have equal chances of training, career development and promotion.

Periodic training will be organised for all school personnel so that they are kept up to date with new information and guide lines concerning equal opportunities.

**Equality Impact Assessment**

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

**Monitoring the Effectiveness of the Policy**

The practical application of this policy will be reviewed annually or when the need arises by the coordinator and the Headteacher.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement. (See Policy Evaluation)

**Linked Policies**

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| * Health and Safety
 | * Equal Opportunities
 | * Lettings
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| **Headteacher:** | L Perrrett | **Date:** | May 2018 |
| **Chair of Governing Body:** | D Phillips | **Date:** | May 2018 |