



St George's Catholic Voluntary Academy

Extra-Curricular Activities Policy

Issue No 2

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Policy Statement

Children have a core entitlement in terms of the curriculum. 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 co-operatively
- Make an active contribution to the school through their participation.

Procedures

Our extra-curricular activities fall into the following categories:

Lunchtime Activities by School Staff

These run between 12:05 to 1pm and are intended to attract children who would be unable to attend after school clubs due to other commitments.

Lunchtime Activities by External Providers

Additional activities are occasionally offered by outside providers. These run between 12.05pm and 1pm and provide activities which existing members of staff would be unable to offer.

Extra-Curricular Activities by School

After school activities run by school staff will be at the discretion of the member of staff involved and parents will be informed of timings and options at the start of each term.

Extra-Curricular Activities by External Providers

Activities run by outside providers will be at the discretion of the provider and parents will be informed of timings and options at the start of each term, including any charges for this provision. Safeguarding arrangements are laid out in Appendix 1.

Extra-Curricular Activity Procedures

- After-school activities usually run from 3.15 to 4.15pm. Permission slips must be completed and signed by the parent/carer prior to any child attending an extra-curricular club.
- A register will be kept of children attending each club.
- Extra-curricular activities are re-offered on an annual basis to allow each child the opportunity to attend a variety of clubs. There will be a maximum number of places on offer for each activity, depending on staff and provider availability.
- An up-to-date list of current clubs is also available in the school office and list of the clubs that children can attend is sent home at the start of each term.
- Members of the school's staff are available for the duration of the club in case of emergency.

Equal Opportunities

All clubs are advertised to all children. Where barriers to children participating exist, we aim 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
- Subsidising the cost of extra-curricular activities where possible, to ensure prices are kept to an affordable level.

Any parent/carer who feels that cost is a barrier to participation should speak to the School Business Manager or Inclusion Officer.

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.

The school reserves the right to withdraw the privilege of attending a club if the child does not attend regularly, or their behaviour is not acceptable, or the parent does not pay the required fee (as applicable).

Health and Safety Considerations

We ensure that after-school clubs do not take place within classrooms due to the lack of emergency lighting. Instead, we use the hall, outdoor spaces and Chaplaincy room.

All club providers should ensure that every half-term there is a reminder to pupils regarding:

- Procedures in case of a fire
- Rules for moving around the school building
- Arrangements for going to the toilet
- Expectations of behaviour

All clubs leaders should ensure that:

- They are familiar with the school's health and safety policy
- They have completed an appropriate risk assessment for their club and submitted it to the Headteacher.

Charges for Extra-Curricular Activities

- Any parent whose child wishes to attend a club but is unable to 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 and the school uses a range of funding to reduce costs to parents.
- Outside providers of clubs may operate their own charging policies in agreement with the school. In such cases, the school will consider the cost to pupils and its financial accessibility and may offer assistance in some cases.
- Where outside providers are charging parents, it is expected that the costs to be incurred will be made clear before parents agree to their child/ren attending the club.

Linked Policies:

- Behaviour Policy
- Safeguarding Policy
- Health and Safety
- Equal Opportunities Policy
- Pupil Premium Policy