

Devonshire Junior Academy
Extra-curricular Activities Policy



Statement

Devonshire Junior Academy children have a core entitlement to a full curriculum which is broad, interesting and relevant. There are, however, areas of learning that are not within the scope of the usual school day, but which we recognise as being beneficial. We aim to offer these extra opportunities through various types of provision delivered by school staff, external providers and independent clubs.

The Aims of the Policy

By encouraging extra-curricular clubs and activities we aim to:

- enable children to have fun and enjoy a broad range of activities,
- provide opportunities for our children to develop friendships, and work together co-operatively,
- enable children to extend their enjoyment of particular areas of learning through more in-depth study and activity,
- enable children to sample from a range of activities and pursuits that will help them choose leisure activities for adult life.

Procedure

All children will be given the opportunity to attend after-school clubs, however, there will be a maximum number of places on offer and these will be allocated on a 'first come, first served' basis.

After-school activities usually run from 3.20pm. Should this vary, parents will be informed.

Permission slips must be completed prior to any child attending a club.

A register will be kept of children attending alongside parent/carer contact details.

A member of school staff will be available for the duration of the club in case of emergency and also to ensure that all children have safely exited the premises at the end of the club.

All club staff must have completed a DBS check and these must be logged on the school's register.

If an after-school club is cancelled, office staff should be informed as soon as possible. The office will then contact parents to make arrangements for collecting children.

Club organisers will be kept informed of any child who is unable to attend the club. Club organisers will also alert the office if any child does not attend and is not accounted for.

School reserves the right to withdraw the privilege of attending a club should there be a breach of rules by child or parent.

Equal Opportunities

Where barriers to children participating exist, we will try to overcome them by:

- running lunchtime activities for those children who have difficulties staying after school,
- ensuring a member of school staff is on site to support children with special needs should this be necessary,
- addressing any other special needs that might require adaptation of the school environment.

Health and Safety Considerations

All club leaders should ensure that every 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,
- arrangements in case a club has to be cancelled,
- the expected duration of the club and any other details.

All clubs leaders should ensure that:

- they have access to all medical details and contact numbers for children attending the club,
- they are familiar with the school's health and safety policy,
- they have up-to-date permission slips from parents, including agreed arrangements for travelling home,
- they have completed, and submitted to the school leadership, the appropriate risk assessment for their club,
- they follow the school's behaviour policy and inform senior staff of conduct which falls short of our expectations or poses a risk to safety.

School leadership should ensure that:

- DBS checks have been completed on all club leaders,
- club leaders are clear about the expectations of the school regarding their role,
- risk assessments are in place for each club,
- there is always a member of school staff on the premises whilst the club is taking place,
- procedures are followed

Parents should ensure that:

- school has up-to-date contact details,
- permission slips are completed accurately,
- school is informed as soon as possible if a child is not able to attend a club they have signed-up to,
- children are collected on time from clubs,
- they support school with regards to expectations of behaviour and safety.

Charges for Clubs

Any parent who would like their child to attend a club but is unable for financial reasons can approach the school, which will consider their application sympathetically and may be able to offer support.

The cost of clubs is kept to a minimum. Where possible, school will try to subsidise or pay for clubs, however where a specialist provider is brought in especially for a particular club, parents will be expected to pay for this club.

