



MARAZION SCHOOL

POLICY FOR AFTER SCHOOL PROVISION

Reviewed November 2022 by Headteacher; Business Manager; Link Governor for safeguarding and Chair of Governors

Approved by FGB: November 2022

Ethos

As a school community we value the importance of an enriched curriculum bespoke to our school created with input from all of us, supporting the whole child to be the best they can be. These experiences encourage pupils to thrive, learn and be successful. This is integral to children making excellent progress. Our commitment to providing the very best for children to enjoy and achieve includes having the widest possible range of opportunities both before and after school. Increasing the range of experiences that children have enables them to make informed choices for adult life.

Activities aim to appeal to a wide range of interests, offering scope for each and every child to find a passion, develop a talent, discover their sport, spark a talent, work in a group or a team, learn new skills, have fun, experience how hard work and commitment helps you reach your goals.

Aims

School clubs provide an opportunity for pupils to:

- try a range of activities, including sports, which may encourage them to choose some of these activities for life
- experience activities that they may not otherwise encounter and so develop new and existing skills
- build confidence and self esteem
- develop relationships and friendships between age groups
- work together co-operatively
- work with different adults
- have fun
- work towards developing skills and knowledge in an appropriate and nurturing context

Who delivers our clubs?

Some clubs are delivered by members of staff with an interest in specific subjects / sports, offering their time before, after school or during lunchtime. Other clubs may be delivered by

specialist third parties, for example 'Go Active' (a local sports provider). Some clubs may also be delivered by volunteers.

Clubs offered

Clubs are offered to children in Year 1 to Year 6. Clubs usually run termly, with a wide variety of clubs on offer each term. Over the school year clubs may include: ***global citizenship; netball; badminton; mindful colouring; chill, chat, relax; gymnastics; rounders; sailing; surfing; this girl can; multi-sports / multi-skills; storytelling; rock band; first team football training sessions for both boys and girls; Pokemon swap and trade; mechanics; chess.***

General Procedures

Our Business Manager is responsible for organising and managing school clubs, working closely with staff, headteacher and any third-party providers.

Organisation of clubs:

- after school clubs usually run from 3.00pm – 3.45pm, rock band is from 3.00pm – 4.30pm
- clubs run for one term
- an updated programme of clubs is offered in the autumn, spring and summer
- clubs start in the second or third week of the term
- clubs do not run in the last 2 weeks of the autumn or summer term
- clubs run in the first week back after half term breaks
- clubs do run until the last week of the spring term

Joining clubs:

A clubs' letter goes out each term with details of the club offer and pupils sign up for the clubs they wish to attend.

If any club is oversubscribed, the club runs in blocks of 5 or 6 weeks, with different groups of pupils, so that all pupils can attend the club. The groups of pupils are decided by a raffle.

Parents sign a letter at the start of their child's time at Marazion School, which gives permission for pupils to attend clubs and events/visits during the school day. This also includes permission for pupils to travel on the school minibus.

Reminders and updates about school clubs go out in the weekly school newsletter.

Separate permission slips are needed for some sporting events and fixtures if there is a later pick up. This information is organised and managed by the Business Manager and the Games Coach.

Registration:

A register is taken by the staff member in charge of a club at the start of each session. This register is immediately returned to the school office. If a child is absent but the member of staff has not been reliably informed, the club organiser will send a child to the School Office so that the School Office can contact a parent about the whereabouts of their child. Copies of all club registers are kept in the office.

Absences:

Parents are requested to inform the club leader in advance if their child is unable to attend one of the sessions. Parents can inform the member of staff who is running the club or contact the School Office who will then pass on the message.

Attendance:

It is expected that a child commits to a term's membership of a chosen club. 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 Business Manager and the Headteacher. Clubs are only cancelled as a last resort if no staff member is able to cover the absence of a club leader. 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, for example due to the unexpected illness of the club leader, the school will notify parents by text.
- If a session is cancelled at the last minute, for example due to adverse weather conditions, the club organiser will supervise the pupils until all pupils have been collected or follow the arrangements agreed with parents if there is a delay.
- If a club cannot run due to too few participants, pupils and parents will be informed and refunds made as appropriate.

Collection of children from clubs:

Parents/carers should ensure that they collect their children promptly at the end of an after school club at the agreed place.

If children are regularly 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 the club.

Charges for clubs:

The cost of clubs is kept to a minimum to ensure access for all children. Clubs run by school staff are usually free of charge. The exception to this would be if extra equipment/resources are needed. Outside providers of clubs operate their own charging policies. On allowing a club to use the school premises, the school will consider the cost to pupils and its financial accessibility. In some cases, a subsidy may be available at the discretion of the Governing Board. 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 for school run clubs can be paid half termly, termly or on the day by cash to the School Office or [online by BACS](#).

Behaviour and Safety

We expect staff and pupils to behave in an appropriate way, following school policies and procedures – in particular the **KCSIE, Child Protection and Safeguarding Policy; SEND Policy; Health and Safety Policy; Fire Safety; Online Safety Policy; General Code of Conduct; Confidentiality Statement; Safeguarding Statement; Behaviour Curriculum Policy** and **Marazion Manners** whilst attending any out of school provision.

Staff will adhere to the General Code of Conduct and above school policies. All staff must be familiar with the Marazion KCSIE Child Protection and Safeguarding Policy and related documents and be clear about how to deal with safeguarding concerns. After school club staff are DBS checked and must attend child protection training as well as first aid, food hygiene and fire safety training.

The school's [Behaviour Curriculum Policy](#) is followed consistently. Only in extreme cases will a child be suspended from out of school provision for a fixed term or permanently.

Risk assessments are in place for after school clubs and are updated with any new clubs as they are organised. In case of emergency (such as medical or missing child) the Business Manager and a member of the Senior Leadership Team will be informed immediately and procedures followed.

Staffing arrangements are considered to meet the needs of children who have special needs and/or medical conditions.

Some pupils have an individual healthcare plan and/or an individual risk assessment (RA), which must be reviewed and fully understood by staff running after school clubs.

First Aid

- There must be a qualified first aider on site during after school sessions
- A first aid kit is outside when children participate in outdoor activities
- All accidents will be recorded in the school's accident book and a medical form will be completed. The accident will be reported to the parent/carer when collecting their child.
- Parents/ Carers of any child who becomes unwell during their time at the club will be contacted as soon as possible
- All staff must be made aware of the children who have Individual Health Care Plans and/or risk assessments and what they contain.

Other Safety Considerations:

- External club leaders are given an Induction Pack, which includes policies relating to after school clubs, health and safety, first aid procedures in school and child protection. This induction session is led by the Business Manager
- School Club Leaders must ensure that every half term there is a reminder about: procedures in case of fire; rules for moving around the building, in particular arrangements for going to the toilet; expectations of behaviour
- School Club Leaders should ensure that they:
 - They have completed and submitted to the Business Manager the appropriate risk assessment (RA) for their club
 - Have all medical details and contact numbers for children attending the club

- Are familiar with the school's policies for child protection and 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
 - Pupils arrive safely for the club and are supervised appropriately from the end of the school day to the start of the club
 - A full register of all children attending a club for each session (club leaders to pass their register back to the Business Manager after each session)
 - Appropriate clothing is worn for all clubs and any other kit that is required
 - They have all resources ready and are organised ready for the club to start promptly at the specified time
 - Parents are informed of any change in arrangements
 - Their club finishes promptly at the specified time. The club leader has the same duty of care at this time as at the end of the usual school day
 - They inform the Business Manager of any child that is regularly collected late.
- School Leadership should ensure that:
 - Enhanced DBS checks are completed on all club leaders and details are recorded on the school's Single Central Register
 - External providers for clubs provide copies of their qualifications and a letter of assurance **as well as their safeguarding policies and procedures**
 - 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 (and detailed on RA)
 - Safeguarding and health and safety procedures and expectations for behaviour are followed consistently
 - Risk assessments are in place for each club
 - There is always a member of school staff and a trained First Aider on the premises whilst clubs are taking place.

Inclusion

Our clubs are fully inclusive and children are encouraged to participate in extra-curricular activities.

Feedback

To ensure that we continue to offer a high quality and relevant range of after school clubs, we encourage parents to complete a short questionnaire with their child following their attendance at a club. Completed questionnaires should be returned to the school club leader or the School Office. This feedback informs decisions made about clubs' provision for the next term.

Complaints

If parents are concerned about any aspect of an after school club, they should talk to the club leader, Headteacher or Business Manager in the first instance.