



Great Wilbraham C of E Primary School

Policy title: Extra-curricular activities - including Discovery Club

Date created: January 2022

Next Review Date: January 2025

Date ratified: 19.01.22

Signed:

1. Introduction

1.1. Definition

Our vision states that we aim to provide a stimulating, exciting, challenging learning environment. At Great Wilbraham C of E Primary School we believe that there is great value in children being offered opportunities to participate in a variety of extra-curricular activities.

1.2. Rationale

At Great Wilbraham C of E Primary School we aim to:

- Offer a wider range of activities than is normally possible in the classroom
- Build confidence and skills
- Work with different teachers/providers
- Foster good relationships between staff and children
- Provide opportunities for children of different age groups to work together
- Provide as many and as wide a range of activities as possible
- Cater for children in both KS1 and KS2
- Enhance equal opportunities for all children
- Make all activities enjoyable
- Encourage all children to participate

1.3. Communication

This policy has been revised before being taken to the Full Governing Body for ratification.

2. Leadership and management

2.1. Roles and responsibilities

Senior Management

- Ensure risks are assessed and that provision is in place

School Business Manager

- Co-ordinate staffing arrangements for the Discovery Club
- Provide activity leaders and Discovery Club staff with registers of children attending
- Account for any fees paid to the school and pay Discovery Club staff
- Arrange the purchase of resources as required for Discovery Club
- Review provision regularly to ensure viability
- Maintain communication links with external providers
- Ensure that suitable transport is arranged to off-site activities

Pupils

- Enjoy and respect school rules when at extra-curricular activities
- Come prepared for the activity with suitable clothing and correct equipment / resources as required

Families

- Provide the activity leader with any medical information and emergency contact details necessary if the school staff do not run the activity
- Ensure picking up arrangements are robust





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Governing body

- Ensure that the school's policy enables effective provision

2.2. Reviewing and monitoring

This policy will be renewed every three years.

3. **Teaching, learning and assessment**

3.1. We are conscious of our responsibilities in providing opportunities outside the normal curriculum.

3.2. We offer a range of extra-curricular activities run by school staff and visiting instructors.

3.3. Our out of hours service – Discovery Club – is run by staff at the school. This opportunity is run Monday-Thursday until 5.15 and parents are charged. If the children attend any after school clubs run by the school however, they only pay for the Discovery Club fees.

3.4. Children are encouraged to participate in a variety of sporting fixtures, concerts, shows and outside presentations. We are aware that many children also attend activities outside of school.

3.5. We aim to provide after-school extra-curricular activities and ask for parental contribution towards the cost which goes directly towards supporting the school out of hours Discovery Club.

3.6. Permission slips are required to be signed by the parent or guardian before a child may attend a session or event.

3.7. Parents may be asked to transport their own children to events.

4. **Personal development, behaviour and welfare**

4.1. Safeguarding

School will ensure that club providers have personal information necessary including location of telephone and first aid kit. Liability, insurance and child protection are checked. The leaflet 'Guidance for parents and other adults working in GWPS' will be given to all club providers and registers used to ensure attendance and safeguarding of children. All providers will be DBS checked by either the school or by the providers' employers and their records placed on the Single Central Record. At all times a Designated Safeguarding Person is available to club providers should they need them in person or on the phone.

4.2. Pupil conduct

Children whose conduct is unsatisfactory for the activity leaders will have their behaviour communicated to parents and potentially be asked not to attend sessions.

4.3. Health and safety

There will be a first aider on site until 5.15 who can be contacted in case of an emergency. Any serious incidents can be reported to senior management team. The site is locked up at 5.30, by this time all children will usually be off site.

Pupil: adult ratio is carefully considered and there is a limit to the number of participants within a group. A risk assessment has been created for Discovery Club, particularly in relation to Covid-19 procedures

5. **Outcomes for pupils**

5.1. Inclusion and equal opportunities

We believe that children should be treated equally and that we would provide for children's needs wherever possible.

5.2. Progress from EYFS to Y6





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We aim to provide for opportunities for children of all ages wherever possible and provide a range of activities that would be interesting to range of abilities and ages.

6. Communication

- 6.1. Unless prior arrangements have been made, adults running clubs will take full responsibility for children until they are collected by parents.
- 6.2. Should a club be cancelled at short notice, parents would be informed and, where necessary, children would remain in school and supervised accordingly.
- 6.3. In the event of a tutor not turning up for an after-school activity, the school will arrange for children to be sent home.
- 6.4. In the event of a parent not collecting their child, advice from SLT will be sought and families will be contacted. No child will be supervised without two adults present for safeguarding reasons.

7. Links to other policies

- 7.1. Child protection policy
- 7.2. Health and safety policy
- 7.3. Lettings policy
- 7.4. Discovery Club risk assessment document

