Policy for Clubs

Review Date:	January 2025

Mission statement

At Whitefriars Church of England Primary Academy, we are committed to providing pupils with opportunities to advance their skills and prepare them for life after school. This mission statement outlines our ethos, aims and commitment to pupils who attend our range of school clubs. We want every child to enjoy their time at school and, as part of this, we also ask to receive commitments from pupils and parents – these can be found at the end of the statement.

Rationale

At the heart of our ambition for Whitefriars Primary Academy is our commitment to providing the very best for all children to enjoy and achieve. This includes having the widest possible range of opportunities both within and beyond the curriculum. We offer extra-curricular opportunities through various types of provision delivered by school staff and external providers – all with a view to increasing the range of experiences that children have, enabling them to make informed choices for adult life. Activities are designed to be fun and cater for a wide variety of interests. We want to offer the scope for each and every child to find a passion, develop a talent, spark an interest or simply find pleasure in doing an activity with others. School clubs are a fantastic way of achieving this and we are excited to offer a wide range of clubs.

The school's commitment

The school is committed to the following:

- Providing varied care and play opportunities for pupils that cater for a range of interests and abilities.
- Ensuring activities within the school clubs are inclusive, not discriminatory and accessible for all.
- Ensuring activities promote the social, emotional and mental health of all pupils.
- Providing pupils with access to a variety of facilities and equipment that are safe to use, and ensuring pupils are supervised at all times.
- Ensuring staff running school clubs put the needs of pupils first at all times.
- Adhering to relevant legislation that keeps pupils safe and free from harm at all times.
- Ensuring staff adhere to their safeguarding duties at all times and report any concerns they may have to the DSL.
- Ensuring staff are qualified, and that any volunteers and staff on duty at the after-school clubs have undertaken the relevant security checks and these are listed in the SCR.
- Promoting a positive and inclusive environment for pupils and tackling any incidents of bullying immediately.
- Listening and responding to pupils' views and concerns.
- Keeping parents informed of school policies and procedures, including opening times, fees and charges, and programmes of activities.
- Sharing and discussing pupils' achievements, experiences, progress and friendships, along with any difficulties that may arise.

What we ask in return

To ensure our after-school clubs are fun for all in attendance, we ask that both pupils and parents commit to the following:

Pupils

- Act in accordance with the school's Behavioural Policy.
- Treat everyone with respect and kindness.

- Stay where a member of staff can see and hear you.
- Participate where possible.
- Talk to a member of staff if you have been bullied or witnessed any bullying take place.

Parents:

- Read all the relevant school policies these can be requested from the school office and found on the school website
- Pay for fees requested by the school where possible.
- Collect pupils at the correct time (not partway through a club)
- Provide the school with up-to-date information about your child, e.g. emergency contacts.
- Be available, or arrange for someone trustworthy to be available, to collect you child at the end of the club, and inform the school office who will be collecting your child should situations change.
- Reiterate to your child the provisions of the Behavioural Policy and the potential consequences should your child break the rules.
- Work with us to achieve the best for your child.
- Ensure that your child wants to attend the club and is interested in what is on offer.
- Ensure you have informed the school in advance if your child is unable to attend one of the sessions

Aims

Through our clubs we intend to:

- Provide opportunities for fun, enjoyment and learning through a range of activities.
- Encourage children to develop friendships between age groups and work together cooperatively.

Our Clubs			
	Breakfast Club	After School Clubs	Twilight Club
What times do the different clubs run?	7.45 – 8.30	3.15 – 4.15 (unless otherwise stated)	3.15 – 4.15 (1st session) 4.15 – 5.30 (2nd session)
	Breakfast club will run each day of term (apart from INSET days)	Dates will be listed in the school club booklet	Twilight club will run each day of term (apart from INSET days and the last days of each term.)
Who can attend?	Open to all pupils	Year group specific – our club booklet will outline the year groups who can attend	Open to all pupils
How many pupils can attend?	50	Numbers will vary dependent upon the club but usually a maximum of 20 and a minimum of 10 (to make the club financially viable)	30 (1st session) 10 (2nd session)

Admission, booking procedures and payment of fees

- Only children attending Whitefriars Primary Academy are eligible to attend.
- All places are subject to availability.
- All clubs are booked using the school's Arbor app.
- Breakfast/Twilight club can be booked up until midnight the day before the required date. All other after school clubs must be booked at the start of term when the club booklet is released – dates will be specified at the time of release.
- Although Whitefriars' clubs are heavily subsidised, some concessions may be available. A meeting can be arranged to discuss this.
- Confirmation of a place will be given via the Arbor app.
- Should you no longer wish your child to attend an After-School Club, you must let the school know (a refund will not be offered)
- Waiting lists will be run for over-subscribed days.
- If a session has not been paid for, in advance, the child will not be able to stay and a member of staff will contact parents/carers to arrange immediate collection
- If a parent is experiencing difficulty with payment of their fees, they should contact a member of
- the school office as soon as possible.
- In the unlikely event that the club fees have not been paid, the place will not be given or will be cancelled until all fees have been paid. The place may be reinstated once all outstanding debts have been cleared, in agreement with a member of the leadership team, and subject to availability.
- The school reserves the right to withdraw a place from a child who is felt to be a danger to other children or who impedes the effective running of the club.

Absence

- Parents MUST inform the school in advance if their child is unable to attend one of the sessions
- If a child does not attend a session the full amount will still be charged. If a child is not in school due to illness they will not be charged if the school have provided with adequate proof.
- There will be no charge if the child misses a session due to a residential trip.

Cancellation

- A club will only be cancelled after discussion with the Headteacher or Business Manager.
- Clubs will only be cancelled as a last resort if no staff member is able to cover the absence of a club leader.
- On very rare occasions 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 itself for example due to the unexpected illness of the club leader, the school will notify parents and the children will follow the arrangements agreed with parents on their permission slips.
- Should a session be cancelled at the last-minute, for example due to adverse weather conditions, the club organiser will supervise the children until all children have been collected,
- Refunds will be offered for cancelled clubs.

Register and Collecting

- Children in Reception, Year 1 and 2 will be taken by a member of staff directly from their classroom (this is the class teacher's responsibility) to the location of the club. The children will be supervised by the staff member if the club leader is not in attendance.
- Children in Years 3, 4, 5 and 6 will make their way directly to the agreed meeting place to be greeted by the club staff member unless there is a need for an adult to accompany them.
- A register of children who attend school clubs will be taken at the start of each session by the club leader - if a child is not in attendance, the school office will be informed immediately and contact will be made.
- Parents will collect their child(ren) from the main school office at the correct time – the club leader will be in attendance to ensure that all children are collected safely. Children can ONLY be collected at the end of the club (not partway through)
- If a parent is unable to collect their child as arranged, they must contact the school office at the earliest opportunity (the school office closes at 3.30pm)
- If someone else will be collecting a child, the ASC or office staff must be informed
- If a child has not been collected by the end of the session, parents will be contacted in the first instance by telephone. The additional contacts parents have been provided will be telephoned in the second instance. If these contacts are unavailable after approximately 30 minutes, the police and Social Care will be informed.
- Staff will follow and record late collections – children who are collected repeatedly late will not be allowed to attend further clubs

Late Collection from the After School and Twilight Clubs

For all after-school clubs and the first Twilight session you must collect your child by 4.15pm. Late collection will incur a penalty fee of £5.25, which is the cost of the second Twilight session.

For the second Twilight session you must collect your child by 5.30pm. Late collection will incur a penalty fee of £5 for the first five minutes and £2.50 for every 15 minutes thereafter.

Health & Safety

- Staff will adhere to the school's policies including: Health and Safety, E-Safety, Safeguarding Policies and related documents to ensure the safety of all children.
- The procedures to follow in the event of a fire or evacuation remain the same as during the school day.

First Aid

- There will always be a qualified first aider on site during sessions.
- A first aid kit will be taken outside when children participate in outdoor activities.
- All accidents will be recorded in a school accident book and an accident 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 any allergies, Individual Health Care Plans and what they contain.

Behaviour expectations at our school clubs

Children in our school enjoy attending our school clubs. Usually the children's behaviour is excellent and of the high standard that we expect. However, some children occasionally display unacceptable behaviour; this not only spoils it for the other children in the club, but also for the adult leading the club.

Where behaviour is unacceptable, the school will:

1. Speak to the children concerned and inform their parents. This will act as a 'warning' and the children will be told that any further unacceptable behavior will result in their exclusion from the school club.

2. If the unacceptable behavior continues, a letter will be sent home excluding the child from the remaining weeks of the club.

THERE WILL NOT BE ANY REFUNDS AVAILABLE FOR MISSED SESSIONS