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# SAINT NICHOLAS SCHOOL

## EXTRA-CURRICULAR CLUBS & ACTIVITIES POLICY

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*Note: This policy applies to all sections of the school including EYFS*

Reviewed October 2019

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### 1. INTRODUCTION

At Saint Nicholas School we work hard to create a balanced curriculum which has breadth as well as depth. The school has a strong tradition of sporting participation, a range of music activities and a variety of extra-curricular clubs.

High quality clubs and activities are an essential part of school life. They provide opportunities to enrich children's experiences beyond the curriculum and an excellent medium to foster good relationships between teachers and pupils. They develop children's social skills by providing a forum for interaction between pupils of different ages and schools.

The school encourages staff in all departments to offer pupils a variety of extra-curricular activities and clubs, which help pupils fulfil their potential through a wide range of stimulating and relevant activities beyond the normal curriculum. Regular clubs and activities have included football, basketball, cross-country running, athletics, tennis, gymnastics, swimming, cricket, table-tennis, ballet, dance, country dancing, computing, chess, library, speech and drama, choirs and individual music tuition, as well as team practices and rehearsals for music and drama productions throughout the year.

### 2. AIMS

Clubs and activities should promote a positive attitude towards school and help to develop the school's relationship with parents. They may also help children to channel their leisure time constructively.

At Saint Nicholas School we aim to give children opportunities to:

- participate in a variety of clubs
- safely enjoy well organised clubs
- be involved in competitive activities which take place in a friendly and sporting atmosphere
- make an active contribution to the school through their participation
- develop and extend their skills
- undertake work not normally encountered within the routine timetable. This may provide the pupil, and indeed the teacher, with the opportunity to pursue a personal interest or hobby
- develop a project and to enter a competition
- allow practise for school teams/trials/auditions/performances, etc.
- allow pupils of different ages and abilities to interact
- allow pupils and staff to interact in a somewhat less formal manner. This can improve pupil/staff relationships in the classroom.

### 3. STAFF PARTICIPATION

All staff are expected to contribute to the extra-curricular programme by offering a weekly after-school club & activity.

### 4. IMPLEMENTATION

All extra-curricular activities and clubs must be organised with the safety of participants as the major consideration. All activities must take account of the school's health and safety policy. Any activity which takes place away from the school site must comply with the school's [Educational Visits & Trips Policy](#).

#### 4.1 Procedural and safety guidelines

All after school clubs and activities must adhere to the following procedural and safety guidelines:

- Any teacher intending to begin a new club must consult the Deputy Head for approval. A new list of clubs will be co-ordinated by the office manager at the beginning of each term.
- Efforts will be made to ensure that children in each year group have a variety of clubs from which to choose.
- Parents of children in Key Stage 1 must be asked to sign a form giving permission for their child to attend a club. Parents must be informed of the finishing time for the club.
- All clubs must finish promptly at the specified time. The teacher in charge has the same duty of care as at the end of the school day. The child must be supervised until they are collected by the teacher in charge of the club/activity.
- If a child is regularly not collected on time at the end of a club, this child could be prevented from remaining in or joining a club.
- If a child does not attend an activity or a club without good reason for an unacceptable number of weeks, they will be removed from the register. Parents will be informed if this happens.
- Any pupil who persistently misbehaves or disrupts a club will be removed from the register and parents will be informed.
- If a child wishes to withdraw from a club they must ask their parents to contact the school so that we are aware that they are withdrawing with parental permission.
- No child should be taken off site unless the usual off-site procedures have been followed.

#### **4.2 Cancelling an activity**

- A club should only be cancelled after discussion with the Deputy Head. Where possible,
  - parents will be given 24 hours written notice. If 24 hours written notice is not possible,
  - parents will be contacted by telephone. If they cannot be contacted by telephone,
  - children should be properly supervised at school until the usual ending time for the club.

### **5. RECORDING PARTICIPATION & ACHIEVEMENTS**

#### **5.1 Registers**

A list of children who are taking part in each club will be kept by the organiser of each club and communicated to the Headmaster or Deputy Head on request. A register will be taken at the beginning of each club.

#### **5.2 Encouraging and monitoring participation**

It is part of the form or class teacher's role to monitor over or under commitment, and to discuss these issues with parents, pupils and colleagues as appropriate. Tutors and staff running activities must work efficiently with the Deputy Head to ensure that records of participation are properly maintained.

#### **5.3 Conflicts of commitment**

Pupils should not be put under undue pressure to participate in one aspect of the school's extra curricular provision at the expense of another. Any conflicts of commitment should be resolved by discussion by teachers and arbitration in a meeting with the Deputy Head if required.

#### **5.4 Activities outside school**

In term time, pupils and their parents should put participation in school activities above participation in activities outside school. However, where the school is unable to provide opportunities for a pupil to develop a well established interest in a non-school activity a child should not be expected to give this up to participate in a school activity. Such participation should be recognised and valued.

## **6. VISITORS & GUESTS**

At times we are able to utilise visitors to the School as a valuable learning resource. We value their contribution and welcome the opportunity to draw upon the wider community.

The school values the contribution which visitors and guests can make to various activities in school and we welcome the opportunity to interact with the wider community. Staff, however, should be aware that visitors might not always be accustomed to dealing with schools and children! In order to maximise the benefit, the following guidelines are suggested:

- Visitors should be given advance notice of the composition of the audience or target group, together with an idea of how their contribution relates to the rest of the programme.
- In order to indicate the precise requirements for the visit, it is advisable for questions to be drawn up in advance and forwarded to the visitor.
- The office staff will need to be informed of the name of the visitor and date of visit.
- The visitor should be welcomed, usually by a pupil, and escorted to the appropriate venue.
- A vote of thanks should be given by a pupil and the visitor escorted to the main office before the pupils are dismissed.
- A written acknowledgement of the visit should be sent, expressing thanks for the visitor's time and consideration

### **6.1 Parental help**

If a member of staff intends to use adult volunteers to help run a club they should ensure that they have been CRB checked.

All parents or other adult helpers should be supervised by the teacher in charge.