



THE WINDMILLS JUNIOR SCHOOL

Clubs and Extended Schools Policy

Issue Date: November 2017

We believe that children at The Windmills Junior School have a core entitlement to a full curriculum and we are committed to doing all we can to make this broad, interesting and engaging. In order to supplement and extend children's learning opportunities we try to run as many additional opportunities to carry on learning both before and after school as possible. We aim to offer these extra opportunities through various types of provision delivered by school staff, external providers and independent clubs — all with a view to increasing the range of experiences that children have.

By encouraging extra-curricular activities, we intend to:

- enable children to sample from a range of activities and pursuits that will help them choose leisure activities for adult life;
- enable children to have fun and enjoy a broad range of activities;
- enable children to extend their enjoyment of particular areas of learning through more in depth study and activity;
- encourage children to develop friendships between age groups, and work together cooperatively;
- Increase and participate in a range of physical activities and contribute to developing healthy lifestyles.

Extra-curricular activities are not established to accommodate child care needs. The school has an outside provider who works on site from 3.15 - 6pm who should be contacted for childcare.

Our extra-curricular activities fall into the following categories:

After School Activities run by School Staff

These generally run from 3.15 - 4.00pm (unless otherwise stated) and are normally free unless there is a resource implication and then a nominal charge will be put in place to cover this. Clubs are generally run for a whole term and are advertised at the beginning of each new term.

The school aims to keep all internal clubs running wherever possible; however, there may be occasions when clubs have to be cancelled due to the teacher leading the session being absent, for either training or sickness. We endeavor to give at least 24 hours' notice to the cancellation of clubs but this is not always possible.

School lead sports clubs that are run outside are weather dependent and will be cancelled if the weather is too bad to stay outside (they cannot be relocated to the hall as other clubs are run simultaneously). We aim to have made a decision by 2pm to cancel a club due to poor weather. Parents will be notified by email and text.

We ask our staff to run two terms worth of clubs a year to support and broaden the experience for the children. We feel that asking any more than this starts to impact too negatively on their workload.

Teachers do not get paid additionally to run a club and we are very grateful to them for working with the school to provide these opportunities for the children.

Logistics and expectations for running school lead clubs:

- Registers, permission slips and contact details are needed and are collated and kept by the school for organizational and safeguarding purposes.
- Most of our clubs are oversubscribed and we cannot accommodate all children to attend all the clubs that they want to attend. Therefore, in order for club allocation to be fair children are not awarded on a first come first serve basis. Pupil choices are analysed and where possible all children are given at least one club. If a child has not got a choice one term they will be put to the very top of the preference list for the next term.
- Representative sports clubs (basketball, football, netball and cricket) - Year 6s are invited back to attend if they have played for the team and participated in coaching the previous year. Then the remaining places are allocated in the same way as other clubs. There are normally more spaces for these clubs so places are not such an issue. Children must attend regularly to be selected to represent the school.
- A child can only attend an after school club if a signed consent form from a parent/carer has been received by the school and a place on the club has been awarded.
- Parents will be notified if their child **has NOT** been selected for a club. If you have not heard from the school this means that your child has a place on all the clubs that they selected.
- Children can only sign up for activities that are open to their year group.
- Commitment - it is expected that children who are fortunate enough to be allocated a place on a club attend each week. The clubs are very popular and sometimes have waiting lists. If a child misses two weeks, their place may be re-allocated to the next person on the waiting list.
- Completed forms need to be handed into your child's class teacher, or the post box, not by person to the office.
- Clubs will usually run for a whole term unless otherwise advised. They will normally begin again in the second week after the half term break, unless stated otherwise on the clubs schedule.
- Children should arrive at the location of their club independently. Parents or carers must indicate on their signed consent form whether their child will be collected or whether they make their own way home at the end of the session. All clubs will be dismissed from the left hand side playground (upper school).
- Registers will be taken at the start of each club. If a child is not present and has been in school that day a phone call will be made to parents to check on the whereabouts of your child. This is to ensure that your child is safe. If your child cannot attend a session for any reason, it is important that you contact the office beforehand or send a note in to school with your child.
- The member of school staff is available for the duration of the club and ensures that all children have safely exited the premises at the end of the club. Any changes of arrangements to the collection of children from the club should be made to the school office.

Lunchtime Activities run by School Staff or outside providers

- These normally run from 12.10 pm to 1.00pm or for the first or last half hour
- These are intended to attract children who would be unable to attend afterschool clubs due to other commitments. The sign up for this will depend on whether it is internal or external run club (please see above or below).

After school Activities run by Outside Providers or volunteers

Activities run by outside providers will be initially agreed with either the Deputy / Headteacher and / or School Business Manager –the policy and safeguarding procedures will be gone through and health and safety issues discussed.

The running of the club is then organised solely by the provider and parents will be informed of timings and charges directly by the outside provider. Outside providers of clubs operate their own charging policies. We encourage as many outsider providers to run clubs as is physically possible in order to broaden the opportunities for children.

Registers, permission slips and contact details are kept by the outside provider. The school also holds a register so that we know who is on the school site at all times.

The manager of the club must sign an agreement to ensure all representatives present at the club have a first aid certificate (where appropriate) and have had the relevant child protection training and have completed a CRB/ DBS check.

Any changes of arrangements to the collection of children must be made by parents directly to the manager or representative of the club – relevant contact numbers will be provided.

Parents must have provided contact details to the club representative.

Outside providers will:

- take full responsibility for the pupils from the time specified on the original letter and is available for the duration of the club, ensuring that all children have safely exited the premises at the end of the club;
- provide the school with adequate copies of the letter giving club details in order for the school to distribute these to parents in good time to book a place for their child;
- provide the school with a register of children attending the club. This will be updated as new children join the club and a register supplied for each session run so that the school office knows the children that are on the school site;
- ensure a maximum number of children per session should be adhered to for the children's safety;
- arrive at the school 10 minutes prior to the start of the club to ensure that everything is ready for the children to start the club on time;
- ensure that every child has been collected by a known person at the end of the session or contact parents if someone is late picking up (this is not the responsibility of the school);

- know the location of the first aid room prior to starting the club along with the location of fire exits and toilet facilities;
- ensure that standards of behaviour are of an acceptable level. The school has the right to stop a child taking part should they misbehave (a refund will NOT be given);
- keep a list of children with special needs and health issues. Special arrangements may need to be made for these children in discussion with the school leadership team;
- Cancellation – should the club need to be cancelled for one week or longer, it will be the providers responsibility to contact parents and notify them of this and to advise parents if an additional week will be added to the course or a refund will be given. The school should also be made aware if the club will not be taking place and whether an additional date or refund has been organized.

Other opportunities and Extended School Provision

What is an Extended School?

An Extended School is one that works with local organisations to offer access to:

- Out of school hours activities for your children all year round
- Childcare before and after school and in the holidays
- Family and parenting support and opportunities for you to learn with your children
- A range of specialist support services
- ICT, Sports and Arts facilities, adult and vocational learning

An 'extended' school is therefore one that provides a range of activities and services, often beyond the school day, to help meet the needs of its pupils, their families and the wider community.

Some schools in West Sussex already offer many of these services, whilst others are choosing to give out information on where they can be found.

The Windmills Junior School can give you information on a range of local organisations that offer access to the above. Some are found on our website, or in the school office. Our inclusion manager can help families to identify and access a range of specialist services for children with special needs.

You can find a range of information in our reception area at school and outside the inclusion managers office. You are welcome to pop in at any time to collect leaflets you find of interest or ask at reception for further advice.