



# After-school Clubs Policy

Review Date: July 2028  
Agreed by Governors: July 2025

## **RATIONALE**

At the heart of our ambition for Halsford Park Primary School is our commitment to providing the very best for all children to soar to success both academically and socially. 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, external providers and independent clubs – all with a view to increasing the range of experiences that children have, enabling them to be prepared for their future. 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. After-school clubs are a fantastic way of achieving this and we are excited to offer a wide range of clubs from singing and drama, to football and netball, Lego and Art.

## **AIMS AND OBJECTIVES**

Participation in clubs:

- Enables children to sample and enjoy a range of activities and pursuits that will help them choose leisure activities for adult life.
- Enables children to experience activities that they may not otherwise encounter, and acquire and develop new and existing skills.
- Helps children use the core values:
  - build **courage** and take **responsibility** for learning something new,
  - have **respect** for rules and team games
  - show **compassion** through developing friendships between age groups and work together co-operatively supporting others in the same club

## **WHO DELIVERS OUR CLUBS?**

Some clubs are delivered by members of staff who have a passion for, and expertise in, specific subjects. They are very generously giving their time, before or after school or during their lunch hour. Other clubs are provided by expert and specialist third parties such as Kicks Dance, D and D Football, Be Active, Be Happy, Be The Jellyfish Wellbeing and Top Hat Drama.

## **CLUBS OFFERED**

We offer a varied and challenging programme of clubs and extra-curricular activities for children across the school, including Art, Kicks - dancing, Choir, Football, Dodgeball, Gymnastics, Netball, Top Hat - Drama, Chess, yoga and Art/sketching. We will send out our clubs offering at the beginning of the academic year via email so that pupils new to our school can access the club list and then a few weeks before the Spring and Summer terms. Not all clubs run each term as teachers will offer a free club for a term each year. A termly schedule of clubs currently operating can be found on the school website.

## **GENERAL PROCEDURES**

Our Clubs Lead (named Teacher) is responsible for managing the After-school Club timetable and works closely with our School Administrator, Headteacher, dedicated teaching staff and our carefully

selected third party club providers. This allows us to run an efficient, sustainable, relevant, fun and high quality After-school Club provision.

### **Organisation of Clubs**

- Before School activities usually start 8/8.15am-8.45am (7.45am in the case of Year 6 Booster Clubs).
- After-school activities usually run from 3.15 to 4.15/4.30pm
- Each club runs for one term except Choir and external clubs.
- A new programme of clubs is offered in the Autumn, Spring and Summer Terms of each school year.
- Places for externally run clubs are booked and paid for directly with the club provider.
- Some clubs will be by invitation only – these will be any Phonics or Year 6 Booster Clubs. We may also ensure some lunchtime clubs are invite only for any children unable to attend before or after school clubs due to transport issues.
- If a club is oversubscribed, then teachers will split the groups over the two half terms. Parents/carers will be contacted directly should this become necessary.
- For teacher led clubs, unless contact is made, parents to assume that their child has been allocated a place (at their requested club).

### **Registration**

A register is taken by the staff member in charge of a club at the start of each session. If a child is absent but the club organiser has not been reliably informed, the Club Lead will check whether the child was absent in school or has been collected. Absences in before school clubs will be marked as absent.

### **Absences**

Parents are requested to inform the club leader in advance if their child is unable to attend one of the sessions. This can be done either by email or telephone.

### **Attendance**

It is expected that a child will commit to a term's membership of a chosen club (eg Autumn, Spring, Summer). 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 Headteacher. 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 club permission google form. Parents must ensure the school is provided with an up-to-date telephone number.

- 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, or follow the arrangements agreed with parents if different. In the event of an externally run club being cancelled at short notice, parents will be informed by the External Club provider.

### **Supervision and Safety**

- The club leader will ensure that all children leave safely as per our collection arrangements.
- Siblings of children attending clubs are to be collected as usual at the end of the normal school day. Neither the school nor the Club Leader is responsible for the supervision of siblings during the club session.
- A First-Aider will always be on school premises for the duration of club sessions. A paediatric First-Aider is available on premises during teacher led clubs where Early Years pupils attend.
- In case of fire, the children will be led on to the Key Stage 2 Playground where the Club Leader will check the club register.

### **Collection of Children from Clubs**

- Activities are planned for the full duration of a Club; sessions will often end with some 'tidy-up' time, therefore parents are asked not to collect their child early unless by pre-arrangement or in exceptional circumstances.
- Parents should ensure they collect their children promptly at the end of an after-school club from the assigned area/field or Key stage 2 Playground, which is given on the Termly Clubs Programme information.
- The Clubs Programme is available on the After-school Clubs page of school website.
- Children who are not collected on time will be taken to the school office.
- If children are routinely 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 a club.
- Children attending Pioneer Breakfast School Club will be escorted by a Pioneer Staff member and handed-over to the Club Lead.
- Children attending Pioneer After school Club will be escorted by the Club Leader and handed-over to a member of their staff.

### **Charges for Clubs**

- Clubs run by school staff are free of charge – the only exception to this would be to cover the cost of any consumable items; children are expected to bring the ingredients they need for cooking sessions into school.

- For children in receipt of pupil premium funding, the school offers to cover the cost of one paid for club per school year, per pupil.
- Any parent who would like their child to attend a club but is unable to meet the financial cost can approach the school who will consider their request sympathetically and may be able to offer support.
- Outside providers of clubs operate their own charging policies. On allowing a club to use the premises, the school will consider the cost to pupils and its financial accessibility.
- 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.

### **Behaviour**

We expect all children to adhere to our behaviour for learning policy and to show the core values of respect, responsibility, compassion and courage at all times.

All providers are made aware of our behaviour expectations; if they deem any behaviour to be unacceptable this will be reported to the Office/Headteacher.

### **Health and Safety Considerations**

Prior to starting a club all external Club Leaders are given an Induction Pack which includes policies relating to afterschool clubs, health and safety, first aid procedures in school, and safeguarding. This is explained and talked through by Club Leader. All club leaders are asked to ensure that every half-term there is a reminder about:

- Procedures in case of a fire
- Rules for moving round the school building — particularly arrangements for going to the toilet
- Expectations of behaviour

### **All External Providers of clubs will ensure that:**

- They have all medical details and contact numbers for children attending the club
- They are familiar with the school's Policies for Safeguarding, Behaviour and Health and Safety.
- They have up-to-date permission information from parents/carers, including any medical or other special needs, and agreed arrangements for travelling home.
- They have completed, and submitted to the Office Administrator, the appropriate risk assessment for their club.

- A full register of all children attending a club is maintained for each session
- Appropriate clothing is worn for all clubs plus any other kit that is required.
- All resources and any necessary preparations have been organised ready for the club to start promptly at the specified time.
- The School and parents are informed of any change in arrangements.

**Leaders of school-run clubs will ensure that:**

- Their club finishes promptly at the specified time. The Club Leader has the same duty of care as at the end of the school day; s/he should inform the Office/Headteacher of any child who is regularly collected late. This could result in a child being prevented from remaining in, or joining a club.

**The Clubs Lead/Headteacher/Office Administrator are responsible for ensuring:**

**For Teacher Led Clubs:**

- A termly timetable is in place and communication is sent out in a timely manner to parents
- 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.
- Procedures (Safeguarding and Health & Safety) and expectations (Behaviour) are followed.
- Risk assessments are in place for each club if additional to current school based ones.
- There is always a member of school staff and a trained First Aider on the premises whilst clubs are taking place.

**For Externally Run Clubs:**

- Enhanced DBS Checks are completed on all Club providers and details are recorded on the school's Single Central Register.
- All Club Leaders are given a full induction, including a walkthrough of the Clubs Policy and Risk Assessments. Risk Assessments are agreed and signed by club provider, and counter signed by the Headteacher ahead of the club taking place.
- Provider insurance documents are provided, checked and copied for our records.
- External providers for coaching sports activities provide copies of their qualifications.
- 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.
- The Club provider is First Aid trained, and/or 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 all children are encouraged to participate in extra-curricular activities. If a child has special or medical needs information will be shared with the Club Leader and any necessary arrangements agreed. Staffing arrangements are considered to meet the individual needs of children who have special needs but unfortunately, we cannot offer 1:1 support for any child. Every one of us should feel respected and valued, and special care should be taken to make sure that the more vulnerable members of our school community have their needs addressed.

## **Equality**

Club Leads will actively promote true equality of opportunity and anti-discriminatory practice for all children. Resources, activities and the language and behaviour of staff will positively reflect racial, cultural, gender, socio-economic and religious diversity and disability. We will ensure all activities challenge stereotypical roles.

## **Concerns or complaints**

If parents are concerned about any aspect of an after-school club, they should follow the school's or External Provider's complaints policy. If a parent/carer has a safeguarding concern about a member of our school community or have a question regarding a safeguarding matter, please ask to speak to one of the members of the safeguarding team.

### The Designated Safeguarding Lead:

Claire Spencer, Headteacher

### Deputy Designated Safeguarding Leads are:

Rosie Loftus -Deputy Head

Helen Piper – Inclusion and Safeguarding Practitioner

Sarah Brewer – Learning Mentor & ELSA

If they are unavailable, please ask to speak to the next available member of senior staff.

You can also follow our link to report your concerns directly to West Sussex Integrated Front Door using this link <https://www.westsussexscp.org.uk/report-a-concern-about-a-child>

Email – [wschildrenservices@westsussex.gov.uk](mailto:wschildrenservices@westsussex.gov.uk)

Tel – 01403 229900

Out of hours telephone – 0330 2226664 (5.00pm – 8.00pm Weekdays and weekends).