



Beechwood Primary School

Extra-Curricular Activities Policy

Policy Statement: Extra-Curricular Activities

This policy statement should not be read in isolation but in conjunction with all other school policies. Particular attention should be paid to the school's aims, the behaviour policy, the equal opportunities policy and the health and safety policy.

At Beechwood Primary School we work hard to create a balanced curriculum which has breadth as well as depth. The school has a tradition of providing a broad range of sporting activities and a variety of extra-curricular clubs. At the time of writing this policy the majority of teaching staff run an after school club each term.

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 can also develop pupils' social skills by providing a forum for interaction between pupils of different ages and schools. The Extra Curricular activity programme provides opportunities for the children to develop their interests and talents through enjoyment and self esteem. Clubs and activities should always promote a positive attitude towards school and help to develop the school's relationship with parents and the local community.

At Beechwood Primary School we aim to give pupils opportunities to:

- Participate in a variety of clubs
- Safely enjoy well organised clubs
- Be involved in activities some of which are competitive and take place in a friendly and sporting atmosphere.
- Make an active contribution to the school through their participation
- Develop and extend their interests and skills

Guidelines for implementation

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

- A register will be taken every session/missing children from the register must be followed up straight away.
- Always seek to excuse yourself with the teacher in charge if you can't attend on that day
- Wearing appropriate kit for the winter is essential as physical training in November / February will take place in the cold, wet and the dark evenings.
- Teachers are not paid to do 'clubs' it is purely on a volunteer basis. If a pupil doesn't behave in an appropriate manner they will be banned from clubs. If a pupil doesn't

excuse themselves for a morning club / after school club or they go missing they will also be banned from activities immediately. Any pupil who does not attend a lunchtime club without an appropriate reason will be sent for to attend that session.

- All children should arrange to be picked up or have consent to walk home. This must be a priority for all parents to organise – teachers cannot take children home.
- A charge of £3.50 a week or £35.00 a term per child will be asked for as a contribution towards equipment, materials and utilities.
- There are no additional charges for extracurricular clubs except for admission fee's / transport to a different venue.
- Finally all children must have signed and returned a consent form to participate in any club.
- No child should be taken off-site unless the usual off-site procedures have been followed.
- The forms for taking children off should be given to the Headteacher and the Evolve Leader a week in advance of the trip date.
- When there is a need to transport children to another venue only parents or guardians that have been DBS checked and have filled in the correct car insurance details which are logged with the school may help to transport children.
- When children are leaving the site the trip leader must leave a list of all children attending the event with the school office and off-site permission forms.
- All children are responsible for getting themselves to lunchtime and after school clubs and remembering when and where they are held.
- A first aider needs to be available for any on and off site activities.
- During off-site activities children are expected to behave accordingly and be in contact with the party leader. Staff need to remain vigilant to ensure that they know where the children are at all times.
- If staff are absent from leading their club they must seek alternative cover.

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Reviewed : March 2016

Next Review : March 2018