



School Clubs Policy

Aims of school clubs

At Garlinge Primary School and Nursery we aim to provide extra high quality teaching and coaching opportunities for children during and after school hours. This allows the children to further develop their social, emotional and educational skills.

Children will:

- Have greater understanding of health and fitness and opportunities to opt for physical activity to encourage a healthy lifestyle, when attending sports clubs
- Learn and develop new interests, skills and talents eg. singing, music, dodgeball, art etc
- Show a desire to improve and achieve in relation to their abilities and aspirations
- Develop the appreciation of our school values; perseverance, aspiration, respect and teamwork when attending sports clubs.
- Understand safe practice and develop a sense of responsibility
- Promote self-esteem through physical competence and learning new skills

Activities that are available and the selection process

The school provides excellent extra-curricular activities such as ukulele, touch rugby, choir and athletics delivered by staff and on occasions by outside specialists who are fully DBS checked. Clubs that are run by an outside organisation may incur a cost, however any costs are kept to a minimum. The range of clubs aims to offer the children the opportunity to perform in both competitive and non-competitive games and educationally learn new skills.

Places will be offered based on the club's suitability to the age group. Places will be given on a rota basis to ensure that all children have the opportunity to attend the club of their choice at some point during the academic year.

General Information for running a school club or competition

- All parents/carers need to complete and return the request form together with payment if required. If payment is not made prior to the club starting places will be reallocated to other children on the waiting list
- Children are expected to listen to the club leaders and follow instructions/ sports club rules. If a child is unable to stay on task, then they may have to be removed for health and safety reasons. Children will be given an opportunity to improve their behaviour before this action would be taken
- The school office manages all administration and registers for school clubs
- The office staff and Headteacher are responsible for ensuring that all club leaders are aware of the school emergency and administration requirements and who their emergency contact is
- The club co-ordinator is responsible for setting up each club's emergency contact and providing suitable cover if the designated person is unavailable

- A register should be taken in order to monitor attendance and to ensure that all children are accounted for in the event of an emergency or fire alarm. Copies of these registers are also kept by the school for data purposes and ensuring that all children get an opportunity within their year to attend their chosen club
- Absences are reported to the club co-ordinator who will send a text to parents by 3.45pm asking parents to inform the school office of their child's absence. A text will only apply if children are in KS2.
- If a child is absent for two consecutive sessions and has been at school on the day their place at the club will be reallocated to another child on the waiting list unless the school office has been notified of a specific reason as to why the child was unable to attend
- Parents/carers should be aware where and when to collect their children after the club has finished
- Children should wear appropriate clothing, where necessary eg. PE kit
- Parents/carers should be given reasonable notice before an event or competition
- If a club has to be cancelled, we will advise the parents of the child in writing as soon as possible
- If a club is cancelled on the day, we will telephone or text the parents as soon as possible

Coaches in school clubs

The school has several specialists who are experts in their field. This helps to develop high quality PE and music within and beyond the curriculum time. To ensure good quality teaching and coaching from outside providers, we at Garlinge Primary School and Nursery will:

- Check that coaches have the appropriate qualifications in their specialist subject and in coaching young people
- Check that coaches are of good character and suitable to work with children by following required safeguarding checks and procedures. A member of staff may attend the first session of each club to ensure that the adult in charge is suitable
- Give clear guidelines and support to coaches about health and safety procedures and school behaviour policy

Accident procedure

If an accident occurs, the club leader or assistant will make contact with the school office and will establish what assistance is required. First aiders are on site for the duration of all school clubs. The club leader will then supervise the pupils, whilst the clubs' qualified first aider, attends to the injured child's needs.

The incident will be recorded including the time and what happened by the club co-ordinator.

The club leader will inform the parent of the event, when they are collected. If the child is unable to continue the club, the club leader will decide whether to contact the child's parents by phone to be collected early or get them to sit quietly until the end of the class.

Collecting children after a club

Any child not collected on time at the end of a school club will be brought to the school office where the club co-ordinator will contact parent/carer and wait with the child until they are collected.