



Elliott Park School

**Policy for
Extra-Curricular Activities**

May 2017

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Elliott Park School Policy for Extra Curricular Activities

1. Extra-Curricular Clubs

Extra-curricular 'clubs' have been created bearing in mind the aims and philosophy of the school. In particular, we are seeking:-

- to develop the child's full potential
- to develop social awareness, social skills, group responsibility and empathy
- to extend individual talents and interests.

As a school, we realise the many benefits of providing extra-curricular activities.

- Children from different age groups share ideas, skills and experiences. They meet other children who are not necessarily in their peer group, and so widen their social horizons. Children build relationships with staff (teaching and non-teaching), whom they would not normally meet during the school day.
- Staff (teaching and non-teaching) have an opportunity to meet, and work with, children from several age groups.
- Staff and children can expand their interests, expertise and experiences by sharing these with others. At the same time, other members of the school community discover new interests and try out unfamiliar skills and experiences.
- There are opportunities for all members of the school community to be together. Some clubs involve children, teaching and non-teaching staff, parents, and other adult helpers and children.
- Children are offered a wider, richer range of experiences than is possible in the normal school day.
- Many opportunities are given for developing social skills.

There is a programme of extra-curricular activities in the form of School Clubs every day after school from 3.20pm to 4.15 pm. Certain activities, such as the choir, may take place in school time. There is also a breakfast club which runs daily from 7.45 am until 8.30 am, where children can also have breakfast and a weekly 'fit-club' is also offered before school.

School clubs meet in various parts of the school building and grounds. Club activities are not cancelled for bad weather.

Extra-curricular activities run throughout the school year.

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In the summer term, all staff may suggest which club they would like to organise in the following school year, when it would be held, what age group(s) would be involved, and the optimum number of children. As far as practicable, clubs cater for a broad age range. All clubs are open to boys and girls. Clubs might change from year to year, depending on teachers' expertise and commitments. Staff collaborate to provide helpers for a club.

The suggested clubs and their times are co-ordinated by the Head Teacher. The club programme is drawn up on a grid, a copy of which is placed on the notice board. All staff receive a copy of the programme. Wherever possible a balance of clubs across the age ranges is provided. All clubs are open both to boys and girls.

Once the year's programme is finalised, an email is sent home with the children early in the autumn term, outlining the clubs that are available. Children may choose, in order of preference, the number of clubs that they would like to attend. Parents return a pro forma to school that states their child's preferences and gives permission for the child to attend. The Head Teacher allocates places to clubs on a first-come-first-served basis. If interest in a club is limited, that activity does not take place and the Head Teacher offers the children another club.

Parents are informed via text in which club their child has a place. Children are usually able to attend their first choice. Children who are not able to join their first choice are offered a place in another club from their list. Waiting lists are drawn up for oversubscribed activities. Children who join the school during the school year will be offered any remaining places in a club. These children should see the Head Teacher for the programme and pro forma.

The Head Teacher draws up lists of club members and gives a copy to the staff running each club. The lists are kept in the office so that staff can make amendments to the lists. Children should notify the club staff personally when they cannot attend their activity. Club organisers keep their own weekly attendance registers. Children who do not, or cannot, attend regularly will be expected to give their place to someone on the waiting list. This rule is invoked when a child has missed three club sessions without explaining their absence.

A club session might be cancelled for members of staff to attend meetings or a course. Club staff should give at least three days' notice. The Head

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Teacher is responsible for cancelling club sessions. A text is sent to each child's parents, notifying them that the club is cancelled. No club can be cancelled at less than 24 hours' notice unless the staff member is taken ill. In this event, for after-school clubs, the school endeavours to contact the parents of all club members by telephone, requesting them to collect their children at the normal school finishing time.

Staff who lead school clubs may purchase resources for their club through the school ordering system, or may claim petty cash for small items against the receipt.