



The Winns Primary School

Extra-Curricular/After School Club

Guidance & Procedure

Extra- Curricular Activities

At The Winns, we aim to provide extra high-quality teaching and coaching opportunities for children after school hours. This allows the children to further develop their social, emotional and educational skills.

Aims & Objectives

- Participation in activities:
- 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 build confidence, well-being and creativity.
- Encourages children to develop friendships between age groups and work together co-operatively.

Activities we offer and deliver

- Extra-curricular activities (or After School Clubs) are delivered by staff or outside specialists who are fully DBS checked.
- Activities may run half termly or termly.
- We offer a varied and challenging programme of activities and extra-curricular activities for children across the school, including Art, Dance, Games, Sewing, Multi-sports, Football, Tag Rugby and Tennis

Allocation and organisation

- Places are allocated in a way that attempts to provide all children who apply with at one least one place in an activity for that cycle.
- If an activity is oversubscribed, a waiting list will be started and children, starting from the top of the list, will be offered a place, should one become available. They will be prioritised for a place in the following term.
- Consideration is given to stated first preferences and other factors such as siblings in other classes or year groups.
- By completing an 'expression of interest form', parents & carers give consent for their child to attend any activities in which they are allocated a place.
- Registers will be taken for all activities.
- Children should bring a change of clothes (PE Kit) if their activity is a sport. This includes appropriate shoes.
- Activities will finish at 4:30p.m. unless otherwise stated.
- Parents will be informed of the collection details e.g. gates and times prior to the activity commencing.

Cancellation

Activities will only be cancelled as a last resort if no staff member is able to cover the absence of activity leader.

On very rare occasions where it is necessary to cancel the activity:

- 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 and cannot be led by another staff member, for example due to the unexpected illness of the activity leader, the school will notify parents as soon as possible and children should be collected at the usual time.
- Should a session be cancelled at the last-minute, for example due to adverse weather conditions, the activity organiser will supervise the children until all children have been collected.

Payment & Refunds

- Activities incur a cost; we have to pay for staff who run clubs and for external coaches. However, costs are kept to a minimum.
- Payment is expected prior to your child attending via Parent Pay.

- Payment in most cases is not refundable once the place is allocated. We are also unable to move the payment to another payment item on your account.
- Unsettled accounts for previous activities should be paid in full as this will prevent the school from offering further places.
- In the event the school cancels the club, other payment items (eg dinner money and trips) will be credited the amount owed.

Supervision and Safety

- The activity leader will ensure that all children leave the building safely as per the arrangements agreed with
- A 'first-aider' will always be on school premises for the duration of the activity session.

Behaviour

We expect all children to behave in an appropriate manner and any unacceptable behaviour will not be tolerated. All providers are made aware of our behaviour expectations; any behaviour deemed to be unacceptable will be reported to the Leadership Team.

Collection of pupils

- Parents should ensure they collect their children promptly at the end of an after-school activity
- Collection points are outlined in the acceptance letter.
- Those children attending Wraparound club will be collected accordingly.
- Children who are not collected on time will be taken to the school office.
- There will be a late collection fee if pupils are collected late. See the Charging & Remissions Policy.
- Late pick-up may result in a parent being informed that their child is unable to attend an activity.

Inclusion

Our activities are fully inclusive and all children are encouraged to participate.

If a child has special or medical needs, information will be shared with the Activity Leader and any necessary arrangements agreed.

Feedback

To ensure we continue to offer a high quality and relevant range of after-school activities, feedback is welcomed.

Complaints

If parents are concerned about any aspect of an after-school activity, they should talk to the school office.