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March 2023 – March 2026

After-School Club Policy



WATERTON
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1. Our School

1.1 Our Vision

Grow. Achieve. Shine – These are much more than words or a motto. At Churchfield Primary School we enable all children to **grow** as independent learners, **achieve** more than they ever believe they could and **shine** as unique individuals. Our school is a very special place, having been the beating heart of our community for over 120 years, we respect the lessons of the past whilst looking to the difference we can make in the future. Preparing our pupils for life in an ever-changing world, developing curious, well-rounded individuals who are determined to succeed.

1.2 Our Values



We are proud, and work hard to be the best that we can be



We are determined and resilient, embracing all challenges



We collaborate well, treating everyone as equals



We are honest, kind and show integrity



We respect all people, property and the environment



We believe in ourselves and strive for our goals

1.3 Our Golden Rule

Our Golden Rule

We keep ourselves, and each other, safe.



1.4 Our School Aims

Our school aims are underpinned by our values. Through our school values, we aim to:

1. Promote high standards of academic and vocational achievement for every child, every time, through a highly-inclusive approach.
2. Promote a holistic view of the whole child, supporting them to become well-rounded individuals and members of society.
3. Encourage all children to develop positive relationships with, and respect for, themselves, each other, our local community and the wider world.
4. Provide a safe, welcoming and positive environment for our children and families; acting as a hub at the heart of our community.

1.5 Our Community

Bricks and mortar do not make a school, people do. We can achieve great things when we work together, and our community is at the heart of what we do. We are a hub of support for our families, and provide a safe and loving environment for our children to shine.

1.6 Our Academy Trust

Since December 2019 we have been a proud member of Waterton Academy Trust, providing even more opportunities for our pupils to shine. As part of the Waterton family, we ensure that success for all is not a goal, but an expectation.



2. Policy Summary

2.1 Policy Introduction & Rationale

At the heart of our ambition for Churchfield Primary School is our commitment to providing the very best for all children to enjoy and achieve. 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 and external providers – all with a view to increasing the range of experiences that children have, enabling them to make informed choices for adult life. Activities are designed to be fun and cater for a wide variety of interests.

2.2 Policy Aims

This policy is underpinned by the central aims of Churchfield Primary School and the values held by the school community. This policy aims to:

- Provide information for all stakeholders on how school enables children to sample and enjoy a range of activities and pursuits that will help them choose leisure activities for adult life
- Provide information for all stakeholders on how school enables children to experience activities that they may not otherwise encounter, and acquire and develop new and existing skills
- Provide information for all stakeholders on how school uses clubs to help build confidence, well-being and creativity
- Provide information for all stakeholders on how school encourages children to develop friendships between age groups and work together co-operatively

2.3 Inclusivity Statement

At Churchfield Primary School we use an inclusive approach to all aspects of education. Our aim is to always involve all children and stakeholders in all areas of the curriculum and school life. In accordance with the SEND Code of Practice, we recognise that this may mean making special adaptations or arrangements from time to time for children with specific disabilities. We welcome the involvement of disabled adults in all areas of school life.

3. Legalities & Linked Documents

3.1 Linked School & Trust Policies

This policy should be read in conjunction with the following policies and other linked policies:

- Safeguarding Policy
- Health & Safety Policy
- Anti-Bullying Policy
- Accessibility Plan
- Equal Opportunities & Equality Policy
- Walking Home Policy

3.2 Linked National & Local Documents

The policy has been developed in accordance with the following legislation and guidance:

- [Working together to Safeguard Children \(2018, amended 2020\)](#)
- [Keeping Children Safe in Education \(2022\)](#)
- [The Equality Act \(2010\)](#)



4. Roles & Responsibilities

4.1 Headteacher Responsibilities

It is the responsibility of the headteacher to:

- Ensure that all relevant checks are completed on all club providers and details are recorded appropriately
- 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
- There is always a member of school staff and a trained First Aider on the premises whilst clubs are taking place
- Organise (or delegate) clubs each term to ensure a robust and inclusive offer
- Ensure that directed time is applied appropriately for staff to organise and run clubs

4.2 Staff Responsibilities

It is the responsibility of staff running clubs to:

- Meet the requirements of their directed time calculator, as directed by the headteacher
- Take a register in each club through Bromcom
- Ensure they have all medical details and contact numbers for children attending a club
- Ensure they are familiar with the school's Policies for Safeguarding, and Health and Safety
- Ensure that appropriate clothing is worn for all clubs plus any other kit that is required
- Ensure that all resources and any necessary preparations have been organised ready for the club to start promptly at the specified time
- Ensure that parents are informed of any change in arrangements
- Ensure that their club finishes promptly at the specified time

4.3 Specialist Club Leader Responsibilities

In addition to the above, specialist club leaders have a responsibility to:

- Ensure the agreed scheme or club is fully delivered
- Communicate any changes or issues with the headteacher
- Ensure risk assessments are in place and provided

4.4 Parent Responsibilities

It is the responsibility of parents to:

- Ensure children attend all sessions for a booked club
- Ensure that children are collected on time after a club
- Provide children with the appropriate attire for a club
- Sign children up for clubs through the agreed channels



5. Club Types & Info

The After-School Leader is Mr Bean. We run two types of after-school club:

Type	Run By	Timings
Staff-Led Club	Staff member	3:20pm – 4:15pm
Specialist Club	Outside Agency	3:20pm – 4:30pm

Staff-led clubs are run by internal staff. Specialist clubs are run by one of our partner agencies.

6. Clubs Offered & Lengths

At Churchfield, we pride ourselves on offering a sector-leading range of after-school clubs every term. On average we offer over 22 clubs every term.

Clubs run each term, for 8 weeks. These will usually start two or three weeks into the term, and finish one to two weeks before the end of the term. Full details of timings and dates can be found on the clubs overview that is sent out each term and on the website.

7. Costings

As a school we value the opportunities that clubs provide for our children, and minimising costs to parents is always a priority. School absorbs the majority of costs for clubs, with all staff-led clubs running for free. Any specialist clubs carry a minimum charge. This may be to cover venue hire (e.g football at the Dorothy Hyman) or materials (e.g materials in Hepp DT). Clubs will always be offered at half-price for children who qualify for the Pupil Premium funding. However, we will always support children in joining clubs and strongly advise parents to speak to us if there are any difficulties.

8. 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.

9. Booking Club Places

Parents will always receive advance notice of when club bookings go live. Bookings will usually go live at 6:00pm or 7:00pm around one week before clubs start. Letters with club information is sent out in advance so that parents can ask any questions or have any discussions with their children in advance. All bookings are to be made via the My Child at School app.

Places are allocated on a first come, first served basis; however, children are able to be added to a waiting list and will be automatically notified when a place becomes available. School may also reserve places for pupils with SEND or who qualify for the Pupil Premium.



10. Registration

A register is taken by the staff member in charge of a club at the start of each session.

11. 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 by contacting school.

12. 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. If a child misses two weeks of a club without good reason, their place may be reallocated to another pupil.

13. 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 offer alternative care free of charge if a child cannot be collected
- 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

14. Supervision & Safety

The club leader will ensure that all children leave the building safely as per the arrangements agreed with parents. 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 the club session and in case of fire, the children will be led on to the school playground where the club leader will check the club register.

A member of SLT is on after-school club duty each day, and ensures that all children are released safely.

15. 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 front entrance of the school.



Collection points for each club are published on the clubs letter, along with other important information (which can also be accessed on the school website).

Children who are not collected on time will be taken to the school office and parents contacted. If children are routinely collected late from a club, parents will be contacted to discuss the situation.

Any children who are attending PlayZone after a club will be escorted to the PlayZone room by the member of staff leading the club. The child is the responsibility of the club leader until they have been checked into PlayZone by a member of staff.

16. Behaviour

We expect all children to behave in an appropriate manner and any unacceptable behaviour will not be tolerated. Children are expected to follow our behaviour policy and any children who do not, may be removed from a club. In this case, parents will not be offered a refund if the club has been paid for.

