



## **Out of Hours School Club Policy**

At Ravenscroft Primary School, we believe that out of hours school clubs can help to enhance a child's learning and enjoyment at school. It can help children to acquire and develop new and existing skills, and can expose children to activities that they may not otherwise encounter.

The Clubs' aims are to:

- Provide a happy, enjoyable and secure environment where parents and carers feel confident to leave their children.
- Provide positive social, physical, intellectual, creative and emotional experiences for the children.
- Ensure that the children are appropriately supervised throughout the period of their attendance and at the end of club meetings.
- Promote acceptable behaviour by example.
- Ensure the health and safety of children attending the clubs.

### **After School Clubs**

A wide range of clubs is offered throughout the school year

When the school has allocated club places parents are notified with the following information:

- start and end dates
- day and time
- location of pick-up

### **Breakfast Club**

Breakfast Club operates on a daily basis and is open to all children from Reception to Year 6 with priority given to children of working parents who need extended provision before normal school hours. We do specifically invite some children who we know have little or no time for breakfast in the mornings at home. There is a small charge for breakfast. At the end of Breakfast Club children are escorted to the playground or their classroom in time for the beginning of the school day.

**The Parent and Carers' responsibilities are to:**

- Ensure that their child/ren are collected promptly at the end of the club. Repeated late collection will result in the child losing their place.
- Make sure that staff are kept updated on any changes to their contact telephone numbers.
- Inform school staff of any changes to the usual person collecting their child.

### The Children's responsibilities are to:

- Tell the club leader if they need to leave the room/playground/hall area for any reason.
- Behave in the same way that would be expected of them during normal school hours.

### The School's responsibilities are to:

- Ensure that a full risk assessment is carried out for all activities.
- Ensure that there is a member of staff present on the school premises during all club activities.
- Keep a register. At the beginning of the session the register will be taken by the staff member in charge. The register will clearly record whether
  - The child is present
  - The child is absent
    - If a child is absent from a club staff will check via the school office whether the child has been absent from school that day or whether there has been reliable information to inform the school that the child will not be attending club.
  - All permission slips, with details of phone numbers, must be kept with the register.
- Inform parents in advance, of any sessions that need to be cancelled:
  - If a session needs to be cancelled on the day itself e.g. due to the unexpected illness of the club leader, the school will try to make alternative arrangements so the club can be run but if unable to do so the school will notify parents by telephone or text
  - Should a session be cancelled at the last-minute the school will supervise the children until they have been collected by parents / carers.
- Ensure that all children leave the building safely at the end of the session as per the arrangements agreed with parents. i.e. from the designated pickup point.

### Supervision and Safety

- A 'first-aider' will always be on school premises for the duration of the club session.
- In case of fire, the children will be led to the KS2 playground fire muster point where the club organiser will check the club register.
- **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 organiser is responsible for the supervision of siblings during the club session.**

This policy was agreed :	<b><u>September 2021</u></b>
Policy to be reviewed by	<b><u>September 2023</u></b>