

COWORTH-FLEXLANDS SCHOOL

CLUBS POLICY

ETHOS

At Coworth-Flexlands School we recognise that a child's education should be broader than merely what may be measured by academic attainment. A good education incorporates elements of social education and provides space for children to become inspired and engrossed by self-motivated learning.

In addition, a child needs adult provision commensurate with her pursuits and therefore we seek, through an extension to the school day, to provide opportunities for social and material needs, consolidation of learning and active engagement with learning beyond the curriculum. This can best take place where qualified staff and suitable staff: pupil ratios are employed.

OBJECTIVES

The aim of this policy is to ensure that there is a broad and balanced provision of education for the children outside the classroom and that the children are kept safe whilst accessing this provision.

This is met through the following provision:

- Social and physical – Breakfast/Early Morning Club, Tea club and After School Clubs
- Consolidation of learning – Homework/Prep time as an after School Club
- Self-motivated pursuits – Extra-Curricular Activities run under school policy
- Self-motivated pursuits organised under nationally recognised bodies – Rainbows and Brownies

GENERAL PROCEDURES

- Breakfast and After School Care Clubs are open to all pupils enrolled at Coworth-Flexlands School, although some age and other limitations apply to specific clubs, no child above Nursery age will be turned away from Breakfast/Early Morning Club or Care Club, providing safe staff: pupil ratios may be met.
- Pupils should be booked in with the school office to attend Breakfast Club to make sure catering needs can be met.
- All after school clubs, less care club, need to be pre booked for each term as limitations on numbers apply. A letter is sent to parents by the end of each term. In the event of a club being oversubscribed places will be allocated on a first come first served basis and the rest will become a waiting list. Priority will be given to these for the next term.
- Snacks are provided to all pupils who attend an After School Club.
- The Snack is organised separately from the After School Club, and either takes place in the same venue, or in the Mais Ogle Hall. The children remain the responsibility of the After School Club supervisor or the Snack Club Supervisor in the Hall prior to the activity.
- The school takes account of allergies and religious requirements in our food provision and all staff will be made aware of which children have special dietary, religious or other needs.
- Each club will be led by a suitably qualified adult and staff: pupil ratios implemented so as to give each child a meaningful experience in a supportive environment.
- The school adheres to its Safer Recruitment Policy when employing staff for these clubs.
- All clubs' supervisors will maintain accurate attendance registers
- At the end of clubs pupils are handed over to parents or their pre-authorised stand-in and the collecting adult signs them out.

- Full first aid cover is available in the school office until after school clubs end at 5pm, there after Care Club staff provide emergency first aid cover and in event of an emergency will call the ambulance service.
- All staff leading activities are made aware of the school's policies on safeguarding, behaviour & health & safety

SPECIFIC POLICIES

Staff Ratios

The following ratios are to be applied in all clubs

- Children under 8, 1 adult: 8 children.
- Children over 8 - please refer to individual club as ratios will depend on the nature of the activity.

Breakfast Club

- Breakfast Club takes place in the school Dining Room and is open from 7.30am until 8.20am during term time only, staffed by C-F's staff.
- Registration for this should be made in advance with the School Office and can be full time, part time or occasional.
- Children come to the Dining Room via the front entrance and all children are registered when they arrive.
- There is a selection of breakfast foods, such as cereals; fruit juice and hot chocolate; and toast.
- The children may select whatever they want to eat and can have as much as they want.
- At 8.20am the girls aged 8 years and over are then sent to their classrooms for registration and the children under eight years old are escorted to their classes.

Early Morning Club is run on exactly the same basis as breakfast club but the child does not require breakfast, just supervision. Early Morning club is required as pupils are not allowed in classrooms until 8.20am.

Care Club

- Care Club currently meets in the Y1 classroom annexe. It is open from 4pm to 6pm Monday to Thursday, and 3.40 to 5.30pm on Fridays, during term time only and is staffed by C-F staff.
- Registration for this can be full time, part time or occasional.
- Where possible bookings should be made in advance through the School Office, however, no child will be turned away, but may be redirected to another activity in order to maintain safe staff:pupil ratios
- All children attending the club are offered a Snack (drinks, sandwiches or equivalent, fruit.)
- The children can be collected and taken home at any time during the club, there is a minimum half hour charge.
- All children must be signed out when they are collected by an authorised person, where short notice arrangements are made a parent must call the school in advance.
- If any children remain at 6pm they will be looked after by a member of the SMT until they collected; additional late charges may apply.
- Currently Care Club is offered to children who are three and toilet trained

Homework/Prep Club

- This club runs for one hour 4-5pm and is routinely held in MFL classroom.

- To avoid disrupting other pupils work, we ask that where possible, pupils not be collected once the club has started
- Pupils are brought to the main entrance for collection by the staff supervising the club

Club Files

Each club is to maintain a file that is to include the following information:

- Cover sheet stating: date, time, activity, staff, qualifications, age/year group and any limits on numbers as appropriate
- Charging rates and policy
- List of all compulsory special clothing/equipment
- List of any national/external examinations taken along with a summary of procedures for selection, preparation and the exam day
- Copies of all correspondence sent to parents regarding the activity (one copy only is needed of any letter sent to all parents)
- Pupil register for the term, plus the waiting list with dated copies of their application to join
- Current Risk Assessment, printed yearly and signed all by club staff as checked termly
- Copy of this policy
- Copy of Non collection of children policy

Club leaders must provide the following information to parents prior to a child starting a club

- Admissions policy & waiting list procedures
- Date, time & place of all the sessions for the term/year
- Name & contact details of person responsible for running the club
- Charging rates and policy
- List of all compulsory special clothing/equipment
- List of any national/external examinations taken along with a summary of procedures for selection, preparation and the exam day

Club leaders have a duty to report any safeguarding concerns to the Head or other designated Child Protection lead officer (details provided by the school)

Please note that we operate a nut-free policy and corporal punishment must never be used

Other Relevant Policies

This policy should be read in conjunction with the following:

- Safer Recruitment Policy – especially if non staff assistants are to be used
- Child Protection Policy
- Inclusion Policy
- Bullying policy
- Behaviour Policy
- Health and Safety policy, including
 - Fire evacuation
 - COSHH, especially art club
- Food policy
- First Aid Policy

Signed:.....
Chair H&S

Dated:.....