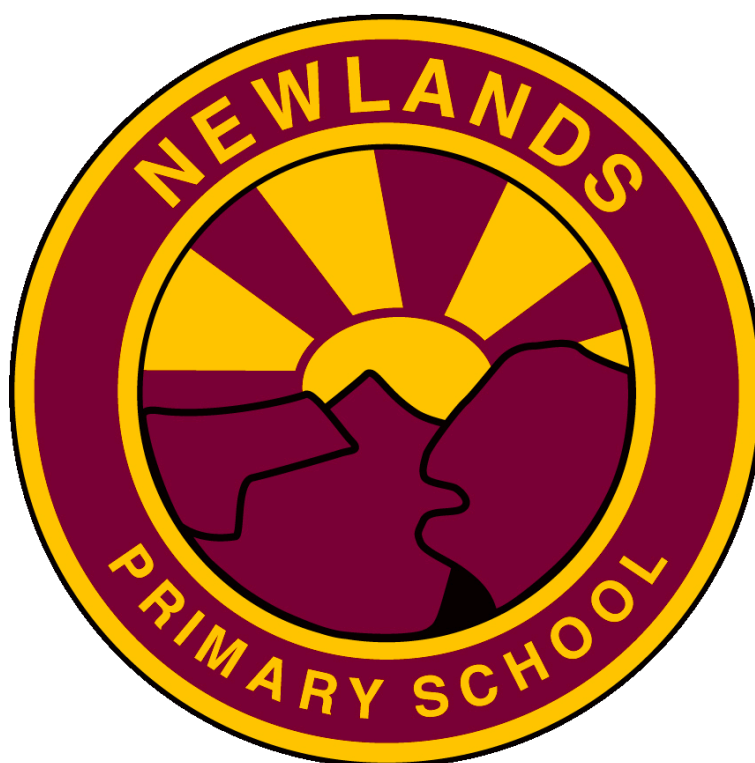


Newlands Primary School After School Clubs Policy



THE KEMNAL ACADEMIES TRUST

Headteacher: Mr C Markham

Date Last Reviewed: November 2015

To be reviewed: July 2018

SIGNED BY CHAIR/HEADTEACHER.....

DATE: ...04/09/17.....

After School Clubs Policy

Aims

The main aim is to offer opportunities that enable at least 70% of pupils to participate in extracurricular sporting activities every month.

Additional after school clubs are also offered. Throughout the year we aim to be able to offer each child at least one club.

Process

At the beginning of the school year, after school sign up letters are sent home so that clubs can begin as soon as possible, so that a 6 week block of clubs can run, where possible.

In terms 2, 3, 4 and 5 letters are then sent out in week 3 to offer after school clubs for the following term.

Clubs do not run on the last week of term in terms 2,4 and 6 due to a busy period of other events such as PTFA discos, fairs etc.

Letters providing a tick list response are sent out to all children and they tick the clubs that they would like to participate in. All letters are then collated and children allocated places.

Some clubs are on an invite only process, such as Gifted and Talented clubs or team training sessions. In this case, individual letters and permission slips are sent out along with the overall after school club letter and the reply slips are then collected and put through the same process along with the other clubs...

Where possible, children are given a place in all of their chosen clubs. If clubs are over subscribed, where possible, additional members of staff are asked to support the club so that the number of children can be increased when safe to do so. When this is not possible children are put onto a reserve list.

Where possible every child who applies for a club will get at least one of their choices, and more often than not will get most of their choices.

Confirmation letters are then sent out to children clarifying all information that is needed for the parents / carers to do with the selected clubs, including start and finishing dates, times and specific requirements such as PE kit.

Club registers, permission slips and class list are then set up and given to staff. A copy of all the information is then given to the school office.

Any children who have collecting issues are to be identified from the school office and identified on club registers so that seeing children home safely is not affected.

Parents / carers are asked to contact the school if arrangements for going home change.

Any Medical details, whether the child walks or are collected, are recorded on club registers.

Letters handed in after the deadline date are not excepted, unless there are places to fill in clubs.

Then the process is as follows:

Late entries to After School Clubs – to fill spaces only!

- Parent needs to sign and complete a sign up sheet with their medical and contact details.
- Then the following sheets in the OFFICE need updating:
 - o Spaces left sheet
 - o Class register sheet
- Then pass a message to the class teacher of the child so that they can update their class club register.
- Then pass a message to the teacher in charge of the clubs affected so that they can update their club register.
- Then send confirmation letter to parent (if not done verbally at the time of them completing the sign up form)

Adult who run the clubs

The School sports coach is responsible for running a club on Monday – Thursday when fixtures allow, with Fridays primarily for sporting fixtures.

Full time teaching staff are required to teach 1 term (6 week blocks where possible) of school clubs of their choice. Part-time and senior management are required to run 1 term (6 week blocks where possible).

Clubs run by teaching staff can be after school or lunchtime clubs to suit their preference.

Teaching assistants will only be required to support clubs where needed. This will be co-ordinated by the Senior Leadership Team (SLT).

Lunchtime Clubs

Lunchtime clubs will be the responsibility of the adult in charge of the club to organise it. When the club letters go home they will include details for the children and any interest from children will be forwarded by to the lead teacher.

Ratio

Staff – child ratio varies on the type of club activity, age of child and qualification of staff.

Sports

Sports clubs are 1:15 for the school sports coach or in some sports we will accept 35 – 40 children when there is 2 two level 2 qualified coaches taking the session.

Other clubs

Teaching staff can have up to 32 children depending on the activity of the club.

Teaching assistants and other staff the ratio should be 1:15 unless specifically needed due to other factors such as age of the group.

Clubs must have a minimum of 6-8 children in order to run.

After School Club responsibilities of person running the club.

Details of your club

- Any additional letters that staff send out must first be read by SLT.
- Basic session overview of what is being delivered needs to be submitted to SLT. (*See Appendix*)

Cancellation of club

- If you need to cancel your club you must see the Headteacher or SLT first and then let the relevant people know, including the office.
- If you are absent or sick then you must make sure your club has been cancelled either in advance or inform the school when you phone in sick.
- When planning when to run your club if you know of any dates where the club can not run please inform SLT so that they can arrange alternative cover or cancel the club with enough notice to parents.

Withdrawing a child's place

- After 2 major warnings children can have their place withdrawn.
- After 2 absences or 2 times being collected late without any notice a child can also have their place withdrawn.
- If a place is withdrawn this must be communicated with parents/carers, SLT and office.

Details of children in your club

- You must be aware of any medical conditions of children in your group.
- You are responsible for collecting the children from the hall (unless you have arranged differently with your group) and for seeing them off home safely.

- You must also make sure of any collection issues for any children in club.
- Please keep a register each week and record any first aid.

Disciplinary in after school clubs.

Children who do not adhere to club rules will be given a warning. After 2 warnings they are then taken out of club.

If children do not attend club for 2 times without giving reason then they too can have their place withdrawn.

At anytime a child's place is withdrawn it is the person in charge of the clubs responsibility to inform the child's parent/ carer, ASC co-ordinator, and office staff so that registers can be updated.

Year overview

The SLT collates data each term for the clubs on offer and numbers of children who sign up. This data is then put used annually to compare and provide evidence of the impact of After School Clubs.

Questionnaires are also provided so that feedback used can help develop areas for improvements where needed.

To Be Reviewed: July 2018

Signed _____ Date: _____
Chair

Appendix

After School Club

Delivery overview

Name of Club	Teacher I/C
	Brief outline of activity
Session 1	
Session 2	
Session 3	
Session 4	
Session 5	
Session 6	
Outcomes of club	

Example

After School Club **Delivery overview**

Name of Club Basketball	Teacher I/C A. Teacher
	Brief outline of activity
Session 1	Ball familiarity
Session 2	Passing
Session 3	Dribbling
Session 4	Small sided games
Session 5	Shooting & Games
Session 6	Small sided games, stop/start with improvement.
Outcomes of club	School team festival, practice sessions and EKG qualifiers.

Newlands After School Club Activities

Dumpton Lane, Ramsgate, Kent CT11 7AJ

Tel: (01843) 593086

Headteacher: Mr C Markham

Example

Dear Parent/Carer,

AFTER SCHOOL CLUBS

I am arranging the after school clubs to start week beginning Monday, 16th September 2017 and finish Thursday, 24th October 2017. Please read through the list of clubs overleaf with your child, if there are any club that your child would like to do please put a tick in the box next to it and return this form to me **no later than 3.30pm TUESDAY 10TH SEPTEMBER 2017**. Please return your form before the deadline, as any forms after this date will not be accepted. **I will write to you to let you know if your child has a place on any of the clubs and when they will start.** To save on time and paper I would be grateful if you would sign the agreement form as well so that if your child is given a place they will be able to start as soon as the clubs begin.

- I give permission for my child to attend after school club activities for one term.
- I agree to give the school a phone number where I can be contacted in case of an emergency.
- **I will let the school know if there are any changes to the telephone number, even if it is only for a short while or if there are changes to their collection arrangements.**

I understand that:

- ❖ Non attendance will be reviewed and may mean losing the place
- ❖ School rules and sanctions for behaviour will apply
- ❖ If my child is late being collected the school will try to contact me on the number I have given. If they cannot make contact with me they will follow the school's policy for late collection of children and contact Social Services. It will then be up to me (the parent/carer) to arrange for the return of my child.
- ❖ I understand that if I am late collecting my child on more than 2 occasions they will lose their place.
- ❖ If you have stated that your child will make their own way home at the end of the club they will be expected to leave school premises promptly.

PLEASE ENSURE YOUR CHILD'S FULL NAME AND CLASS IS AT THE TOP OF THE FORM OVERLEAF, IF THIS IS NOT COMPLETED IT COULD MEAN YOUR CHILD MISSES OUT ON A PLACE IN CLUBS.

A.Teacher

Co-Ordinator

FULL NAME OF CHILD: _____ **CLASS NAME:** _____

Please tick **ONE** box to let me know how your child will get home at the end of the club.

I will collect my child from the school reception at the end of the club

My child will make his/her own way home at the end of the club

Emergency Contact Number: _____

Any Medical Conditions: _____

I have read and understood the conditions for after school clubs and agree.

Signed: _____

Person with parental responsibility

Day and Time	Club Name	Year Groups	Description	TICK
Monday 3.15-4.15pm	Tri – Golf Miss...	Years 2, 3 & 4	Golf club – Learn new golf games and possibly get picked for the school team. Full PE kit needed.	
	Drawing Club Mr	Year 4,5 & 6	Learn to draw in perspective	
Tuesday 3.15-4.15pm	Netball Club	Years 5 & 6	Learn to develop netball skills with a chance to play for the school team – even if you’ve never played before! Full PE kit needed.	
	Creative Writing Club	Years 4,5 & 6	Do you enjoy comic strips? Supernatural stories? Is Sherlock Holmes your hero? If so, come to writing Club!	
Wednesday 3.15-4.15pm	Basketball Club	Years 5 & 6	Learn to dribble, bounce and beat your opponents with lots of basketball skills and games. Earn a chance to play for the school team – even if you’ve never played before! Full PE kit needed.	
	Art Club	Years 2 & 3	Time to draw and make fun things!	
Thursday 3.15-4.15pm	Athletics Club	Years 3, 4, 5 ,6	Come and compete against others in throwing, jumping and running events with a chance to be selected to take part against other Schools at this years Athletics competition.	
Friday	Match days	Various	Sports matches and competitions for	

			selected children.	
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