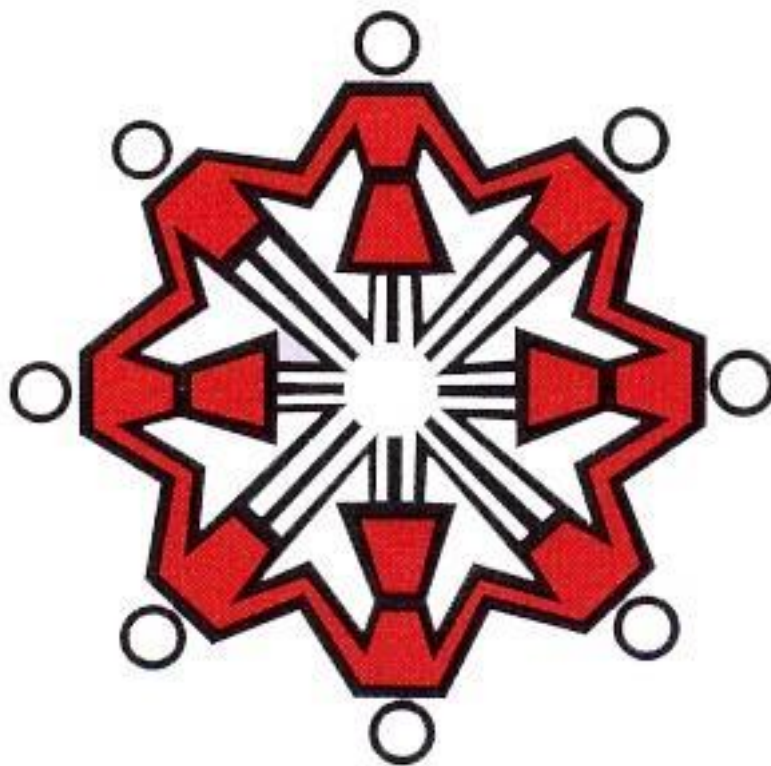


ST BENEDICT'S PRIMARY SCHOOL

After school club policy 2024-2025



Policy for After School Clubs

St. Benedict's Primary School is a Rights Respecting School and the United Nations Convention on the Rights of the Child is at the heart of everything we do.

"Enjoying our rights and fulfilling our dreams"

We believe that by understanding their own rights, children learn to respect and value the rights of others.

We aim for our children to be:

- Ambitious-To have a strong desire to achieve
- Resilient- To have the ability to withstand and bounce back from difficult life events
- Respectful- To behave in a way that shows you care about your own rights and the rights of others, the local and global community and environment.

The following articles underline our Aims;

Article 3

"The best interests of the child must be a top priority in all our actions."

Article 29

"Education must develop every child's personality, talents and abilities to the full. It must encourage the child's respect for human rights, as well as respect for their parents, their own and other cultures and the environment."

SCHOOL VISION

At St Benedict's Primary School, we are committed to providing the very best for all children to enjoy, make progress 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 specialists. All with a view to increasing the range of experiences that children have, enabling them to make informed decisions for adult life. Activities are designed to be fun and cater for a wide variety of interests. We want to offer the scope for each and every child to find a passion, develop a talent, spark an interest or simply find pleasure in doing an activity with others. We understand the positive impact that these clubs can have on children and their development. They will inspire, engage and motivate our pupils to develop skills beyond the classroom. We want to give them opportunities to enhance their individual social skills, emotional intelligence, positive attitudes, communication skills, talents and abilities. We believe it will help steer a pupil's independence, teamwork skills, intelligence, relationships and problem-solving skills which they can transfer into their everyday lives. The clubs we are excited to offer will include sport, music, technology, languages, drama, art and much more.

AIMS AND OBJECTIVES

Participation in clubs:

- 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, personal development, well-being and creativity.
- Encourages children to develop friendships between age groups and work together co-operatively.

General Procedures

At the start of the academic year the enrichment leader will create a yearly programme of the clubs that will take place throughout the whole academic for every year group. Every class teacher will deliver one after school club across the year, which will occur for a eight-week block across a term for their own year group. In each year group one teacher will deliver 'Crest' science programme and the other teacher will deliver a technology or drama-based club. One teacher will deliver this in the autumn term and the other teacher in the spring term. The enrichment leader and HT will organise these dates to suit whole school planning and they will take place on a Monday, Tuesday or Thursday after school. Specialist teachers and coaches will deliver the music and sport clubs. Anyone attending a music club by the Royal Birmingham Conservatoire or Music Services for Education will become part of our 'School of Music' programme and attend the club for the whole year.

Pupils will be given a club passport or crest passport to stamp each week for attendance. In music pupils will work towards a bronze, silver or gold award each term and then win a trophy at the end of the project. They will showcase their talent in a variety of concerts and performances.

Organisation of clubs

- Class teachers, leaders, coaches and specialist music teachers will deliver clubs on a Monday, Tuesday or Thursday from 3.15-4.10pm in their chosen spaces/ classrooms.
- This will take place for 8 weeks during a term. Clubs that run all year will also take place during the eight-week block. This will be organised by the enrichment leader (see all dates attached- diary dates)
- Coaches (Multi-bugs) will deliver sports clubs.
- Music Services for Education and the Royal Birmingham Conservatoire will teach music clubs.
- Teaching assistants will support the music specialist clubs.
- Year 1 and 2 will combine classes.
- Teacher-led clubs will be rest science or technology/ drama.
- TA's will support ukelele club. TA's are responsible for collecting these children.
- Claire Wilson will manage all other music clubs and arrange collection and dismissal of these pupils.
- Teachers will arrange for a TA to dismiss their class on their own club day.

Allocating Spaces

- At the start of the year a letter will go out to all classes with an overview of the clubs being offered to each year group for the year. Pupils will need to return these letters with their choices and permission slips. Pupils will get to pick three choices from the list.
- Class teachers will organise these choices and the enrichment leader will create class registers for each club.
- Parents and pupils will be notified of their allocated space and dates for their chosen clubs.
- If a club is oversubscribed class teachers will offer a pupil a second and third choice.
- A child can only be allocated a place if the permission slip is accurate and signed by a parent/ guardian.

Space

- Class teachers can deliver their clubs in their classrooms (if applicable) Otherwise, the design and technology space or KS1/2 hall can be used.
- All sports clubs will take place in the KS2 hall.
- Music specialist clubs will be allocated spaces. (MAC)

Attendance

- A register will be kept in the office and completed at the start of every session. This MUST be returned to the office.
- If a child is absent they will need to ask permission by phoning the school before the session takes place.
- Regular absence will result in pupils being taken off that club register. It is expected that pupils attend every session.
- Pupils must get their passport signed every club.
- If a club has to be cancelled, parents and pupils will be informed before the day of the session.
- School ping will be used to remind parents on the day that their child has a club session. All parents are expected to have an up to date ping app. Rarely, if a club is cancelled on the day, parents will be called to tell them. Parents are expected to have an up to date contact number.

First aid

- A first aider will always be on site in the school office (S.Begum) during club dates.
- If a child needs first aid they need to be taken to the main office to obtain appropriate treatment.

Dismissal

- All clubs will finish at 4.10pm. Parents will not be able to collect pupils early.
- Class teachers will dismiss clubs from their usual dismissal points.
- Leadership will dismiss from the main office.
- A member of leadership will be in the office if a child is not collected on time. Staff should take late pupils to the office by 4.15pm. A member of leadership will use SIMS to access each child's contact information. Parents are expected to have an up to date contact number.
- Parents will agree to collect their child/ren on time on the permission slips.
- Regular late collection will result in pupils being taken off the club register.

Behaviour

- All staff and pupils are expected to follow the school behaviour policy and rights respecting ethos of our school at all times. If there are any problems please notify the enrichment leader.

Health and Safety

- All staff should follow first aid procedures, a first aider will be on site in the school office.
- All staff should follow main school policies on behaviour, child protection, keeping children safe, fire and evacuation procedures.
- All class teachers to have a hard copy of the register in the event of an evacuation.
- All club leaders should have information on the medical needs of the pupils in their clubs. This will be kept on the online register alongside pupil's personal details. Leadership will access contact numbers via SIMS.
- All staff should ensure their club finishes on time.
- There should always be a first aider and a member of leadership on site.
- All external providers should have enhanced DBS checks given to the business manager.

Inclusion

- All pupils should be offered opportunities to attend the clubs, all specialist SEND or medical information will be present on club registers.

Policy Reviewed September 2024
Enrichment and PE Leader: T.Noor

Review Date: July 2025

