

## **NORTON SUB HAMDON and WEST CHINNOCK**

### **C of E VC PRIMARY SCHOOLS**

## **School clubs Policy 2018**

### **Rationale:**

At the heart of our ambition for the Federation of Norton and West Chinnock 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, external providers and independent clubs – 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. 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. After-school clubs are a fantastic way of achieving this and we are excited to offer a wide range of clubs from hockey, eco club to singing and drama computing and Forest Schools.

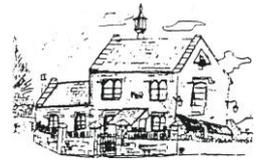
### **Aims and Objectives:**

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

### **After school club procedures:**

- After school clubs usually run from 3.15pm to 4.00-4.30pm
- Clubs will normally run for the duration of a term at a time, although this may vary with half termly clubs in certain instances eg cookery club.
- A new programme of clubs is offered in the Autumn, Spring and Summer Terms of each school year.



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- All clubs start during the second/third full week of the Autumn Term and the second full week of the Spring and Summer Terms; and during the first week back after half-term breaks. Clubs do not run during the final week of Terms.
- Permission slips must be completed prior to any child attending a club or to have signed up on the sheets on the board (WCh)
- A register will be kept by the club deliverer and should be taken at each session.
- Any messages related to planned absences from the after school club must be left at the school office.
- Where a child is absent without an explanation, a phone call home is required so that the whereabouts of the child and their safety is established.
- The adult responsible for the club must ensure that all pupils are collected by the designated adult/carer or alternative arrangements e.g. Y5 and Y6 pupils walking home

#### **Cancelled session:**

A club should only be cancelled after discussion with the Head teacher or Office Manager.

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:

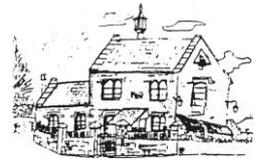
- Parents will be notified, in advance, of any session that needs to be cancelled.
- If a session needs to be cancelled on the day itself for example due to the unexpected illness of the club leader, the school will notify parents and the children
- Should a session be cancelled at the last-minute, for 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.

#### **Requesting a Club Place**

Requests for a place at a club are made by completing and returning a Clubs Booking Form to the School Office or in the case of West Chinnock signing up on the board.

Completed request forms should be returned to the School Office by the due date

This will allow us to confirm your child's place in the chosen club(s), enable us all to start the next term fully prepared to have fun, after school.



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Should a chosen club(s) be oversubscribed, we will endeavour to offer a place in an alternative club or to put your child down on a rota

#### **Allocation of Clubs**

All places are offered on a term by term basis. If a chosen club runs 'year round', children will need to request a place each term.

When booking forms are available parents need to request places for the term ahead, a date is given by which the forms need to be returned.

At this point, clubs will be allocated to children paying due regard to equality of opportunity and where applicable specific criteria eg one sports club may have a focus on those children who do not normally take part in competitive sport, or an IT club for children with a keen interest and ability in coding, if this is the case it will be made explicit on the booking form.

Where spaces for a club are limited and demand is high, names will be selected randomly. If a club is oversubscribed, a waiting list will be started and children, will be offered a place should one become available; they will be prioritised for a place in the following term.

#### **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.