



PARKGATE

PRIMARY SCHOOL

Version	Date	Revision Author	Summary of changes
2	2022	Mrs Magowan After Schools Co-Ordinator	

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INTRODUCTION

At Parkgate Primary the pupils' core academic entitlements are delivered through an active, engaging and stimulating curriculum. However, there are further areas of learning which we recognise as being beneficial to our pupils. We aim to offer these extra opportunities through various types of provision delivered by external providers and independent clubs. These activities will increase the range of experiences that pupils have and help them to build skills to make informed choices during adult life.

THE AIMS OF AFTER SCHOOL AND EXTRA CURRICULAR CLUBS:

Pupils will enjoy:

- Being Healthy
- Learning and achieving new skills
- Making friends and working collaboratively
- A feeling of support and well-being
- Contributing positively to the school community
- Motivation in achieving their full potential

THE AIMS OF THE POLICY

By encouraging extra-curricular activities, we intend to:

- Enable pupils to experience a range of activities and pursuits that will help them choose leisure activities for adult life.
- Enable pupils to have fun and enjoy a broad range of activities.
- Enable pupils to extend their enjoyment of particular areas of learning through more in-depth study and activity.
- Encourage pupils to develop friendships between age groups and work together cooperatively.
- Make an active contribution to the school through their participation.

OUR AFTER SCHOOLS AND EXTRA-CURRICULAR ACTIVITIES FALL INTO TWO CATEGORIES:

Early Birds Club

Early Birds Club runs from 8:00am - 8:45am and is designed to allow pupils to have the opportunity to have a secure and positive start to the school day.

Pupils are encouraged to:

- Experience a range of activities.

- Be independent and to make decisions for themselves.
- Take responsibility for the school environment by tidying up after themselves
- Participate in informal activities with each other developing social and interactive skills.

After School Clubs and Extra Curricular Activities

Extra-Curricular and After School Activities will be facilitated by outside providers. Parents will be informed of timings, options and costs at least 3 weeks prior to the first session.

ROLES AND RESPONSIBILITIES

THE SCHOOL:

- Distribute to parents provisional After Schools Timetables 3 weeks before the first session. Parent responses will be collected via Google Forms to establish participant numbers.
- Upload the confirmed After School Clubs Timetable on the school website at the beginning of each term. All dates for each club will be added to the school calendar on the website. This will be carried out by the After Schools Co-Ordinator (Mrs Magowan). Dates for the first and last session of each club will be included in the school newsletters.
- Assess the viability of each After School / Extra Curricular Activity depending on the minimum numbers required by staff and providers.
- If a club is oversubscribed, pupils will be chosen on a first come, first served basis. The After School Clubs Co-ordinator will undertake this task.
- The After School Clubs Co-Ordinator will create a register for each club, this will be kept in the school office between sessions. The final numbers will be shared with the Club Provider prior to the first session.
- Inform each After School / Extra Curricular provider of any specific needs of the children.
- Reserve the right to withdraw the privilege of attending a club if a pupil's behaviour impacts the learning, enjoyment or safety of other pupils, if they cause damage to property or if the parent / carer does not pay the required fee.
- Reserve the right to immediately and permanently cancel a club if the school deems that the provider is not fulfilling their obligations laid out in this policy.
- Reserve the right to cancel a club up to the last minute in the case of an emergency. Refunds will be issued in this case.
- Refunds will not be issued once the fee has been paid. If a pupil develops a sudden long-term illness which makes attendance impossible, a refund may be provided following negotiation with the provider.

PARENTS / CARERS:

- Parents/Carers choose to send pupils to Extra Curricular and After School Clubs at their own discretion. However, we ask that before doing so please ensure that this is the correct decision for your child.
- Complete and sign permission slips (if required) and give them to the Club Provider at the first session.
- Pay fees in a clearly labelled envelope to the After School Club Provider (not the class teacher) at the first session.
- Provide emergency contact details
- Collect their children promptly at the end of an After School Club from the school gate. Pupils who are not collected on time will be taken to the School Office. If a parent is unable to collect their child as arranged, they must call the School Office. If pupils are routinely collected late from a club, parents/carers will be contacted to discuss the situation. This may result in the pupils being permanently withdrawn from all After School Clubs.
- Accept that the school's Positive Behaviour Policy is enacted during After School Clubs / Extra-Curricular Activities.

AFTER SCHOOL CLUBS / EXTRA CURRICULAR PROVIDERS:

- Present up to date Access NI Certificates to the After School Clubs Co-ordinator before the sessions commence.
- Provide a formal Risk Assessment in advance of the club starting.
- On initial visit to school, read and sign the school's safeguarding pack. Arrive early on the initial visit to allow time for this.
- When deemed necessary, provide information leaflets and permission slips to be distributed to parents four weeks before the club commences.
- Collect permission slips, contact numbers and fees. It is the Club provider's responsibility to keep record of fees received.
- Keep a register of children who attend the club at the start of each session. This register is filed in the After School Club folder which is kept in the school office.
- Provide the correct staff/pupil ratios in accordance with the Education Authority's guidelines.
- Supervise the pupils at all times.
- Provide the correct equipment and apparatus.
- Arrive 10 minutes before the session to sign in at reception, set up equipment and be ready to greet and sign in pupils.
- Leave after all equipment has been tidied away. Pupils are not permitted to assist with this task. Sign out at reception.

- Give pupils clear reminders at the beginning session of each new club regarding:
 1. Procedures in case of a fire.
 2. Rules for moving around the school building.
 3. Arrangements for going to the toilet.
 4. Expectations of behaviour and appropriate sanctions.
- Not be permitted to upload images of pupils to websites or social media. (Images of pupils will be uploaded to the designated school Social Media page by the Social Media Co-Ordinator and the school website by the Website Co-Ordinator)
- In the case of an emergency a member of the teaching staff will be informed immediately, and procedures followed.

EQUAL OPPORTUNITIES

All clubs are available to every pupil, and we actively encourage all pupils to attend. Where barriers to children participating exist, we aim to overcome these by:

- Making reasonable adjustments to meet the needs of each child where appropriate. Parents will be informed of any adjustments that have been made.
- In conjunction with the principal, the After Schools Co-Ordinator (Mrs Magowan) will provide the Club Provider with a list of pupils with special needs and health issues. Special arrangements may need to be made for these pupils in discussion with the After School Clubs Co-ordinator or Principal.
- Where necessary an individual pupil risk assessment will be completed.

BEHAVIOUR

At Parkgate Primary we are very proud of the high standards of behaviour displayed by our pupils. All pupils are expected to maintain this exemplary behaviour during all After School Clubs / Extra-Curricular Activities.

- Pupils are expected to follow the school's Positive Behaviour Policy when attending the After Schools Clubs / Extra-Curricular Clubs
- If a pupil's behaviour impacts upon the learning, enjoyment or safety of other pupils, if they cause damage to property or their behaviour contravenes the Positive Behaviour Policy the pupil may be prevented from attending all After Schools Clubs / Extra-Curricular Clubs
- Pupil's who do not meet the expected standard of behaviour will be given an After Schools Behaviour Notice to be signed by a parent. Subsequent negative behaviour will result in the pupil being removed from the club (no refund will be given).
- All parents / carers are expected to adhere to the school's Visitor's Code of Conduct Policy. If a parent / carer contravenes the guidelines set out in the Visitor's Code of Conduct Policy their permission to enter the school premises may be withdrawn.

HEALTH AND SAFETY

The health, safety and wellbeing of our pupils is paramount throughout the school day.

- All staff and Club Providers must follow the Parkgate Primary School Health and Safety, Safeguarding Policies and related documents to ensure the safety of all children.
- All staff must make themselves familiar with the above documents.
- In case of emergency (such as medical or missing child) the principal will be informed immediately and procedures followed.

FIRST AID

- A member of school staff will always be on site during sessions.
- A First Aid Kit will always be available for use during sessions.
- All accidents will be recorded using the school's Incident Reporting medical forms. The accident will be reported to the parent/carer by the provider when collecting their child.
- Parents/Carers of any pupil who becomes unwell during their time at the club will be contacted as soon as possible.
- All staff must be made aware of any pupils who have an Individual Health Care Plan or a specific health need and what they contain. (For example, a pupil who may require an inhaler).
- Parents / Carers must inform staff if their child has any special need, health concern, illness, injury, etc. Please do not assume that all school staff know personal issues.

COMPLAINTS PROCEDURES

If there are concerns regarding the running of After School / Extra-Curricular Clubs they should be raised with the principal in the first instance.