



St Mary's C of E VA Primary School

# CLUBS POLICY

*Our Motto : 'Let your light shine... as you grow' (inspired by Matthew 5 : 15-16)*

*Our Vision : 'We nurture our pupils to be the best they can be in every way - in an inclusive and supportive environment, rooted in Christian teachings'*

## **Aims of After School and Lunch-time Clubs**

At St Mary's Church of England Primary School, we aim to provide extra high-quality teaching/coaching opportunities for children, during after school hours. This allows the children to further develop their social, emotional and educational skills.

## **Children will:**

- have a greater understanding of health and fitness.
- be encouraged to opt for physical activities thus leading to a healthier lifestyle.
- learn and develop new interests, skills and talents
- show a desire to improve and achieve through their abilities and aspirations.
- develop the appreciation of the concept of fair play, team play, honest competition and good sportsmanship.
- understand safe practice and develop a sense of responsibility.
- promote self-esteem through physical competence and learning new skills.

## **Activities that are available and the selection process:**

The school provides excellent extra-curricular activities and change on a termly basis. They are all delivered by staff and outside specialists who comply with safeguarding regulations. The range of clubs aims to offer the children the opportunity to perform in both competitive and non-competitive games and learn new skills.

## **General Information for Organising an After-School Club or Competition**

To secure a place on one of our paid clubs' parents/carers must make a payment via School Money on a first come first serve basis. Clubs which are free, parents and carers should email ([info@st-maryscofe.essex.sch.uk](mailto:info@st-maryscofe.essex.sch.uk)) the school office to request a place for their child. Children who are in receipt of Pupil Premium will be offered one free club (subject to availability). Parents/carers must speak to the school office to book a place for their child.

A register is always taken in order to monitor attendance and to ensure that all children are accounted for in the event of an emergency or fire alarm. Registers are checked at the start of the club and any absences unaccounted for are investigated. Copies of these registers are also kept by the school for data purposes and ensuring that all children get an opportunity within their year to attend their chosen club. Pupils that are due to attend the club will be expected to do so regardless unless we are advised by a parent or carer that they will not attend.

## **Waiting List**

We run a waiting list for any club that becomes oversubscribed. If a place becomes available we will offer a place on a first come first served basis. Parents/carers will then be asked to make a payment via School Money to secure the place. If a payment is not received by the requested time the place will be offered to the next child on the waiting list.

## **Behaviour**

Children are expected to listen to the club leaders and follow instructions. If a child is unable to stay on task, follow the adult's instructions or causes disruption to other pupils then they may have to be removed from the club for health and safety reasons. Children will be given an opportunity to improve their behaviour before this action would be taken in line with the school's Behaviour Policy.

## **Charging**

Any club that is delivered by an outside professional agency will be charged for. Details of the relevant charge will be outlined in the club's information email sent at the start of each term. To secure a place on one of our paid clubs' parents/carers must make a payment via School Money. Some outside clubs which are run by an outside professional the parent/carer must contact and make payment directly.

If a child chooses to stop attending a club half way through the term/half term/block a refund will not be guaranteed.

## **Cancellation**

Occasionally, clubs have to be cancelled, for example in the event of alternative commitments on staff or during periods of sickness. Every effort is made to provide alternative cover. If a club has to be cancelled, we will advise the parents/carers of the child as soon as possible via email or telephone call.

## **Collection of children**

Parents/carers should be aware where and when to collect their children after the club has finished. This is always at the front door of the school building. Parents/carers are asked to be on time for pick up as teaching staff often have other work commitments after their club. Any child not collected on time at the end of a school club will be brought to the school office where contact will be made with the parent/carer. Persistent late collection may result in children being unable to attend after school clubs.

## **Clothing**

Children should have appropriate clothing where necessary, e.g. PE Kits. This is the responsibility of the parents/carers. For any child attending a sports club, the school PE kit may be worn to school on that day.

## **Events/Competitions**

Parents and Carers will be given reasonable notice before an event or competition.

## **Coaches in After School Clubs**

At St Mary's we have several specialists who are experts in their field. This helps to develop high quality PE within and beyond the curriculum time. To ensure good quality teaching and coaching from outside providers, we will:

- Check that coaches have the appropriate qualifications in their specialist subject and in coaching young people.
- Check that coaches are of good character and suitable to work with children by following required safeguarding checks and procedures. Give clear guidelines and support to coaches about health and safety procedures and school Behaviour Policy.

**Date this policy was reviewed: April 2025**