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 and 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) the school office to request a place for their child. Children who are in receipt of 'Targeted Free School Meals' 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 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 and Curriculum.

External Providers
Any club that is delivered by an outside professional agency should be paid directly to the club provider. Please see the termly clubs' timetable for more information and links to external agencies/providers.

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.

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

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.

Policy Review Cycle – 2025 to 2028