



Our Lady & St. Gerard's

R.C. Primary School

Extra–Curricular Activities

Handbook

Written and reviewed by S. Moat on 02.03.22

Reviewed by J. McNally on 03.03.22

Rationale

At Our Lady and St. Gerard's RC Primary School, we aim to create a balanced curriculum which has breadth as well as depth. We seek to develop a child's full potential by fostering individual's talents and interests. Our extra-curricular activities programme helps increase social awareness, social skills, group responsibility and empathy amongst peers.

Aims of the Extra-Curricular Policy

- To enable children to sample and enjoy a broad range of activities and pursuits.
- To allow children to extend their enjoyment of particular areas of learning through more in-depth study.
- To encourage children to develop friendships between age groups and build a cooperative ethos.

Objectives of the Extra-Curricular Policy

- To ensure that staff, pupils and parents are fully informed of procedures regarding Extra-Curricular Activities.
- To ensure that parents and outside providers are aware of their responsibilities.
- To provide a safe environment within the school.

After School Procedure

Before the activity commences:

- Teachers to have access to club list.
- Staff to liaise with each other and ensure there is a member of staff available to welcome outside agency staff and release children following the club.
- Clubs will be cancelled in agreement with school and parents notified in advance.

During the event:

- Club leader to have and take a register for each of their clubs at the start of each session.
- Any pupils unaccounted for, club leader to communicate with teacher and reception if required.
- Member of staff, from the year of the club, to meet outside agency staff in designated area for that specific activity and register themselves as the point of call if needed.
- All involved must maintain punctuality – pupils to the activity, leaders must keep to time, parents/carers need to be on time to pick the pupils up. If there are special circumstances that prevent the above from occurring then all parties must be notified.
- All pupils are to be escorted to the main reception at the end of the session by a member of staff from the club year group and remain with the children until they have been collected. Parents are not to be on site unless formally invited for a special event.

Responsibilities

Parental

- To support the outlined procedures
- To communicate any changes in circumstances to both the school in sufficient time.
- To deliver and collect children on time from the school's main office when necessary.

Teachers and Club Leaders

- To provide an extra-curricular club, activity or team that enriches the schools learning programmes and provides extension/discovery opportunities for the children (This is not a statutory) requirement
- To promote and celebrate clubs, activities and teams in a proactive and positive manner.
- To support, approve and ensure every aspect of the policy is maintained.
- To liaise between interested parties – school staff, parents and pupils.
- To ensure good communication of the policy to all concerned.
- To communicate cancellation of a club in sufficient time (where possible)
- To wear identification badges/lanyards at all times (ref. safeguarding policy).
- To remain with children until they have been collected by their parents if it is an after school club/activity.
- Check with the office or year group teachers if there are any 'red alert' children and be aware and mindful.
- Final registers of clubs to given to Mr Stephen Moat for data analysis purposes.

The School

- To ensure safer recruitment procedures are followed in line with Our Lady and St. Gerard's RC Primary School Policy and that all adults involved in extra-curricular activities are subject to DBS and Criminal Records checks. Ensure all risk assessments are in place and up to date.
- Ensure all staff, including outside agencies. Are aware of fire protocol.
- To provide a variety of activities for pupils.
- To be inclusive of all age groups, abilities and gender.
- To celebrate extra-curricular involvement at every opportunity.
- To ensure that places in clubs with a limited availability are allocated fairly.
- To ensure that all parents are aware that children in every extra-curricular club are to be collected from the main entrance of the school.

Pupils

- To follow the school's '3B's' behaviour charter.
- To attend clubs regularly and to perform at the very best of their ability.
- To be reflective with regard to their performance and participation, and to set targets that ensure progress and ambition.

Extra-Curricular Activities off school premises

- Please ensure that you have a register and contact details for all children who are attending.
- You must always take a first aid kit and the school phone.
- If a child is seriously hurt during the activity, please contact a member of SLT. Minor accidents should be recorded on CPOMS as soon as possible and the parents must always be informed.
- Depending on the type of activity, additional risk assessments may be required.
- Activities out of school must always have a minimum of two members of staff and adhere to recommended ratios.
- For safeguarding reasons both staff must remain until all children have been collected.
- Please contact a member of SLT if a child is not collected after 15 minutes.
- Please check the red alert cards before taking children out of school to ensure there are no restrictions on who can collect the child.
- Additional requirements are in place for transporting children in your own car – permission must be obtained in advance from SLT.