Norwood Green Junior School

School Clubs Policy

Policy ratified by the GB: June 2025

Policy to be reviewed: June 2028

Rationale

At the heart of our ambition for Norwood Green Junior 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 singing and drama, to cricket and dodgeball.

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.

Children's Rights

Norwood Green Junior School is a rights respecting school which promotes the rights of the child as laid down by UNICEF Convention of Rights of the Child (CRC).
Through this policy we cover:

Article 28
You have the right to a good quality education. You should be encouraged to go to school to the highest level you can.
Article 29
Your education should help you use and develop your talents and abilities. It should also help you learn to live peacefully, protect the environment and respect other people.

Who Delivers Our Clubs?

Some clubs are delivered by members of staff who have a passion for, and expertise in, specific subjects.

Costs

Some clubs are delivered by outside providers. All school clubs incur a cost to parents.
In most cases costs are non-refundable unless otherwise stated by the club organiser.

Clubs Offered

We offer a varied and challenging programme of clubs and extra-curricular activities for children across the school, including:

Football, Dodgeball, Multi-Sports, Violin and iRock Bands.

A Clubs overview is compiled termly and is available on the website to view. Any new clubs not on the overview are communicated via letters to parents.

General Procedures

The office co-ordinates with the club provider to support the organisation of the club.

Organisation of Clubs

- Some clubs run after school, while others may be during the day or before school.
- A new programme of clubs is offered in the Autumn, Spring and Summer Terms of each school year.

Date of Clubs

- This will be on the clubs letter that goes home with the children.

Requesting a Club Place

Requests for a place at a club are made by completing and returning a Clubs letter to the School.

Completed clubs letters should be returned to the School Office.

Allocation of Clubs

If a chosen club runs 'year round', children will need to request a place each term. The office is informed so as to compile a register for the club.

Registration

A register is taken by the staff member in charge of a club at the start of each session. If a child is absent but the club organiser has not been informed by an adult, the club organiser will send a child to the School Office with the register and office staff will attempt to contact a parent by phone.

Absences

Parents are requested to inform the club leader in advance if their child is unable to attend one of the sessions. This can be done either by sending a note via the child to the teacher running the club, leaving a message with the office or in the case of clubs run by outside professionals, by phoning the School Office who will then pass on the message.

Attendance

It is expected that a child will commit to membership of a chosen club for the period the club runs.

Parents are requested to inform the School Office if their child wishes to leave the club, though this is not encouraged.

Cancellation

On the rare occasion that a club is cancelled, this should only be done as a last resort.

Where it is necessary to cancel a club:

- Parents will be notified, in advance, via text 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 collection is to be arranged as soon as possible. Parents must ensure the school is provided with an up-to-date telephone number.

- Should a parent not be contactable the school is responsible for the child.

Supervision and Safety

- For activities that require specific clothes i.e. PE, Football kits; the children will be able to wear their kits to school. However, if children are attending a football club, they are not allowed to wear their studded boots to school. Children must bring these to school in a separate bag. Only trainers are allowed to be worn indoors.
- The club leader will ensure that all children leave the building safely at the end of the club and is responsible for the safe handover to parents/carers
- Siblings of children attending clubs are to be collected as usual at the end of the normal school day. Neither the school nor the club leader is responsible for the supervision of siblings during the club session.
- A 'first-aider' will always be on school premises for the duration of the club session.
- In case of fire, the children will be led on to the school field where the club leader will check the club register.

Collection of Children from Clubs

- Activities are planned for the full duration of a Club; sessions will often end with some 'tidy-up' time, therefore parents are asked not to collect their child early unless by pre-arrangement or in exceptional circumstances.
- Parents should ensure they collect their children promptly at the end of an after-school club from the assigned entrance, following the agreed system that the club leader will make clear in advance.
- Should parents be late on 2 occasions to collect their child, the school has the right to withdraw the child's place in the club.
- Children who are not collected on time will be taken to the school office, but remain supervised by the club leader.

Charges for Clubs

- The cost of clubs is kept to a minimum to ensure access for all children.

- Any parent who would like their child to attend a club but is unable to meet the financial cost can approach the school who will consider their request sympathetically and may be able to offer support.
- Outside providers of clubs operate their own charging policies. On allowing a club to use the premises, the school will consider the cost to pupils and its financial accessibility.
- Where outside providers are charging parents, the costs to be incurred will be made clear before parents agree to children attending the club.

Payment

- **Externally run clubs:** Where a charge is made for a club run by a private organisation (e.g. JA Sports, iRock), payments should be paid directly to the organisation running the club; charges and all payment details are given by the external provider.

- **School run clubs:** Any charges made for school run clubs should be paid via ParentPay, prior to the commencement of the club.

Behaviour

We expect all children to behave in an appropriate manner and any unacceptable behaviour will not be tolerated. All providers are made aware of our behaviour expectations; if they deem any behaviour to be unacceptable this will be reported to the parents and unless improvements are seen, the child's place may be withdrawn from the club.

Health and Safety Considerations

Prior to starting a club all external Club Leaders are inducted to the school's relevant policies and practices. This is undertaken by a member of the SLT.

All club leaders are asked to ensure that every half-term there is a reminder about:

- Procedures in case of a fire
- Rules for moving round the school building — particularly arrangements for going to the toilet
- Expectations of behaviour

All clubs leaders should ensure that:

- They have all medical details and contact numbers for children attending the club
- They are familiar with the school's Policies for Safeguarding, and Health and Safety.
- They have up-to-date permission slips from parents, including any medical or other special needs, and agreed arrangements for travelling home.
- They have completed, and submitted to the office, the appropriate risk assessment for their club.
- A full register of all children attending a club is maintained for each session (Club Leaders to pass their Register back to the office after each session.).
- Appropriate clothing is worn for all clubs plus any other kit that is required.
- All resources and any necessary preparations have been organised ready for the club to start promptly at the specified time.
- Parents are informed of any change in arrangements.
- Their club finishes promptly at the specified time. The Club Leader has the same duty of care as at the end of the school day; s/he should inform the SLT of any child who is regularly collected late. This could result in a child being prevented from remaining in, or joining a club.

School leadership should ensure that:

- Enhanced DBS Checks are completed on all Club Leaders and details are recorded on the school's Single Central
- A register is kept for each club.

- External providers for coaching sports activities provide copies of their qualifications.
- Club leaders are clear about the expectations of the school regarding their role.
- A minimum level of adequate supervision is agreed and followed for each activity.
- Procedures (Safeguarding and Health & Safety) and expectations (Behaviour) are followed.
- Risk assessments are in place for each club.
- There is always a member of school staff and a trained First Aider on the premises whilst clubs are taking place.

Inclusion

Our clubs are fully inclusive and all children are encouraged to participate in extra-curricular activities. If a child has special or medical needs information will be shared with the Club Leader and any necessary arrangements agreed.

Complaints

If parents are concerned about any aspect of an after-school club, they should talk to the Headteacher or Deputy Headteacher in the first instance.