



Extra - Curricular Activities

Date	Review Date	Coordinator	Nominated Governor
October 2015	October 2018	Associate Head	Chair of Standards

We believe this policy relates to the following legislation:

- Education Act 2002
- Children's Act 2004
- Education Act 2005

We believe that children benefit considerably in many aspects of their overall development when they experience a wide range of extra-curricular activities. By providing them with these experiences we are encouraging our children to continue to pursue them into adult life. When taking part we want our children to have fun and enjoyment and the opportunity to build friendships and to work together cooperatively.

We use a combination of specialist companies, teaching staff, Year 6 pupils and parents as providers. All activities develop and re-enforce skills. All health and safety issues are dealt with and are in line with all school policies.

We provide the following range of extra-curricular activities:

- art
- band
- chess
- choir
- computer club
- cycling proficiency
- dance
- drama
- Eco club
- football
- gardening
- gymnastics
- homework club
- mathematics
- netball
- recorders
- rugby
- steel pans
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We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

Aims

- To provide a wide range of quality extra-curricular activities for all pupils during school clubs.

Responsibility for the Policy and Procedure

Role of the Governing Body

The Governing Body has:

- delegated powers and responsibilities to the Associate Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
- responsibility for ensuring funding is in place to support this policy;
- the responsibility of involving the School Council in the development, approval, implementation and review of this policy;

Role of the Executive Headteacher

The Executive Headteacher will:

- ensure all Disclosure and Barring checks are in place;
- ensure all relevant health and safety policies are adhered to;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;

Role of the Coordinator

The coordinator will:

- at the beginning of the academic year plan all extra-curricular activities with regard to:
 - providers
 - times and days
 - venues
 - Disclosure and Barring Service checks for providers
 - health and safety procedures
 - evacuation procedures
 - permission slips from pupils
 - collection arrangements
 - medical details of pupils
 - risk assessments
 - first aid procedures
 - first aid qualifications of providers
 - arrangements for pupils with special needs
 - provision for children who cannot attend after school
- undertake risk assessments when required;
- review and monitor;

Role of the Nominated Governor

The Nominated Governor will:

- work closely with the Headteacher and the coordinator;

Role of Providers

All providers will:

Northern Parade Schools

- comply with all aspects of this policy
- complete a Disclosure and Barring Service check
- undertake appropriate training in:
 - organising and managing an extra curricular club
 - health and safety
 - first aid
 - fire safety
 - evacuation of the school building in the event of fire
 - risk assessments
 - supporting pupils with additional learning needs
 - pupil behaviour and discipline
- ensure that before a club commences the following are in place:
 - pupil contact and medical details
 - permission slips
 - risk assessments
 - another adult is on the school premises while the club is taking place
- communicate with pupils and parents via:
 - 'pupil post'
 - assembly time
 - school website
 - email
 - parent mail
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- report any concerns they have on any aspect of the school community

Role of Pupils

Pupils will:

- be aware of and comply with this policy;
- listen carefully to all instructions given by the provider;
- ask for further help if they do not understand;
- treat others, their work and equipment with respect;
- liaise with the school council;
- take part in questionnaires and surveys

Role of the School Council

The School Council will be involved in:

- discussing improvements to this policy during the school year;
- organise surveys to gauge the thoughts of all pupils;

Role of Parents/Carers

Parents/carers will:

- be aware of and comply with this policy;
- provide contact and medical details for their children;
- be encouraged to organise or help with after school clubs or groups;
- be encouraged to work in school as volunteers;

Raising Awareness of this Policy

We will raise awareness of this policy via:

- the School Handbook/Prospectus
- the school website
- the Staff Handbook
- school events
- information displays in the main school entrance

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

Linked Policies

▪ Health and Safety	▪ Equal Opportunities
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Headteacher:		Date:	
Chair of Governing Body:		Date:	