



Ysgol Gynradd Maesglas

‘Empowering Young Minds for Tomorrow’

After School Clubs Policy

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Rationale

At Greenmeadow Primary School, we believe that After School Clubs can enhance a child's learning and enjoyment at school. It can help children to acquire and develop new and existing skills, and can expose children to activities that they may not otherwise encounter.

Who delivers our clubs?

Our clubs are delivered by members of staff who have a passion for, and expertise in, specific subjects. They are very generously offering their time after school. As a result of this, it is the expectation of the headteacher and the governors' that each teacher will register and dismiss an after-school club.

Clubs Offered

At the start of each Year, all parents will receive a full listing of clubs, procedures to follow and permission slips.

At the beginning of each term, any new clubs will be announced during a whole school assembly and detailed in the school newsletter.

Joining Arrangements

Parents of children who are interested in joining any of the clubs will complete a form in order for their child to register. The permission outlines for parents the following information:

Staff in charge

Day and time

Clothing/resources needed

Registration

A register will be taken by the staff member in charge. The register will clearly record whether

- The child is present.
- The child is absent and the club organiser has been reliably informed.
- The child is absent but the club organiser has not been reliably informed.
- Children in the third category must be followed up. A staff member will check with both teacher and office staff and a phone call home will be made if necessary.

Attendance

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

Parents are requested to inform the club organiser in writing if their child wishes to leave the club before the end of the sessions.

Parents are requested to inform the club organiser 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 club organiser or by phoning the staff in the school office who will then pass on the message.

Cancellation

Parents will be notified, in advance, of any sessions that need to be cancelled.

If a session needs to be cancelled on the day itself e.g. due to the unexpected illness of the club leader, the school will notify parents by phone or text message and the children will follow the arrangements agreed with parents. Should a session be cancelled at the last-minute e.g. due to adverse weather conditions, the club organiser will supervise the children until all children have followed the arrangements agreed with parents.

Supervision and Safety

The club organiser will ensure that all children leave the building safely as per the arrangements agreed with parents.

During the Winter Months (October half term - Easter holidays) children must be collected by an adult.

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 organiser 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 playground where the club organiser will check the club register.

Either the Designated Safeguarding Lead or the Deputy will be on site during the duration of the club.

Inclusion

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

Staff Protocol

Ensure :

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.

A full register of all children attending a club is maintained for each session on Google Drive

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 a member of the Senior Leadership Team 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:

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.

There is always a Safeguarding Officer and a trained First Aider on the premises whilst clubs are taking place.

Procedure for transition to school clubs

1. All Teachers are given a list of the children attending clubs in their class.
2. **ALL KS2** children on the club list will be released from their class first and proceed directly to their club leads classroom. Teachers inform the club leader if a child on the list is absent from school. An allocated TA to supervise.
3. All FP children on the club list to wait in their classroom until collected by the club leader who will then take over responsibility.
4. The club leader will take the register immediately and inform the TA of any children missing, this will then be followed up with the teacher/office.
5. Parents must inform the school/club leader if they are unable to attend the club and the child must register this with the club leader before leaving.
6. Club Leaders must be informed in writing if a child no longer wishes to attend a club.

Dismissal of children at the end of clubs

1. Children to be dismissed from the allocated door at the correct time. (Children who are permitted to walk home in the Summer months should be recorded on the register)
2. During Winter months (October half-term - Easter) **ALL** children must be collected by an adult.