

St. Egwin's CE Middle School

Clubs/Extra-Curricular Activities Policy



Aims

To extend the Curriculum beyond that offered in timetabled sessions:

- There may be opportunities to pursue/reinforce work encountered within the normal timetable. Pupils can pursue work/targets over long periods of time not usually possible within a normal scheme of work.
- There may be opportunities to undertake work not normally encountered within the routine timetable. This may provide the pupil, and indeed the teacher, with the opportunity to pursue a personal interest or hobby.
- There may be opportunities for visitors/specialists to interact with a committed audience, e.g. a player from the local professional football team may give some coaching.
- There may be opportunities to organise visits to venues of specific interest
- There may be opportunities to develop a project and to enter a competition. Such events can enhance the image and reputation of individuals and of the School.
- To allow practice for school teams/trials/auditions/performances, etc.
- To allow staff/non-specialist staff/parents/others with a particular interest or talent to offer their experience and/or time to broaden and enrich the Curriculum offered to the pupils.
- To allow pupils of different ages and abilities to interact.
- To allow pupils and staff to interact in a somewhat less formal manner. This can improve pupil/staff relationships in the classroom.

Pupils must:

- make sure that they communicate with parents/carers about the clubs they want to attend.
- make sure that they have organised transport arrangements with their parents/guardians.
- check notice boards, listen to announcements and communicate with staff in case of cancellation.
- if a club is cancelled because of unplanned staff absence, pupils should attend another club at school instead.

Parents/carers must:

- ensure that they have read all policies that are relevant.
- complete the permission slip in the admission form to allow their child to attend clubs.
- make sure that they communicate with their children about the clubs they want to attend.
- make sure that they have organised transport arrangements with their children.
- check the school website to keep up to date with changes.
- request written information if they do not have access to the internet.

Principles/staff information

1. All staff are committed to offering a variety of extra-curricular activities and clubs wherever and whenever practicable considering the restraints of staffing, cost and time. It is expected that all staff will contribute to the extra-curricular life of the school.
2. The extra-curricular activities and clubs should be open to all pupils and must be organised with this in mind. Registers of attendance must be kept.
3. All extra-curricular activities and clubs must be organised with the safety of participants as the major consideration.
4. Staff and pupils should be aware of any itinerary, contingency plans, First Aid facilities (including the whereabouts of staff training in First aid during their club/activity), emergency phone numbers, etc. They should ensure that relevant risk assessments are in place.
5. Non-teacher supervisors must be informed as to their role. It must not be assumed that all adults know what to do and when to act.
6. Parents must be fully informed of the nature of the extra-curricular activity or club and the working conditions and the name of the member of staff in charge of the extra-curricular activity or club. Parental permission will be requested for all the extra-curricular [post 3:15 pm clubs] activities through the pupil admission form. This will be updated each year where appropriate.
7. If the extra-curricular activity or club has events that take place during normal school hours, then the school community need to be informed of dates and numbers involved. Those informed must

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include all teaching staff and kitchen, staff (in advance of the activity if large numbers of pupils are involved). The office must have all relevant details and copies of letters issued.

8. Staff responsible for activities must ensure that all pupils have left the site before they leave, unless otherwise organised with a member of SLT.
9. All information about clubs [dates, times, staff, nature of activity, equipment required] will be made available on the school website calendar. On request, this will be made available as a paper copy.
10. For educational visits off site staff must ensure that the **Policy For The Management Of Visits And Learning Outside The Classroom** is complied with.
11. Sporting fixtures at other schools/clubs, rehearsals at PHHS for concerts/shows, the use of other school's/clubs sporting facilities for practice, are examples of activities which would be covered by the general permission slip for extra-curricular activities. If unsure, speak to EVC or SLT at school.

Written by: NP

Date: 18/6/13

Approved by Govs:

Date:

Revision Date __/__/__