



NORTON JUXTA KEMPSEY C.E. PRIMARY SCHOOL

"Together with love and joy of God, we will discover, develop and maximise our unique potential."

AFTER SCHOOL CLUBS POLICY

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| Signed by: | |
| Head Teacher | Julia Dean |
| Chair of Governors | Daisie Barnett |
| Date Reviewed | April 2025 |
| Date of next Review | April 2028 |
| Date Approved by GB | 6th May 2025 |

AMENDMENT HISTORY

| Date | Issue | Amendment | Person Responsible |
|-------------|--------------|--|---------------------------|
| April 25 | 01/25 | Add: Register pupils on entry to the club and send the register back to the school office | Headteacher |
| April 25 | 02/25 | Add: Provide class teachers with a copy of the daily clubs registers | Headteacher |
| April 25 | 03/25 | Add: Check for pupils not in attendance at the club and follow up with parents/ASC | Headteacher |

AFTER SCHOOL CLUBS POLICY

The Father has loved us so much! He loved us so much that we are called children of God. And we really are his children. – 1 John 3:1 – ICB

The value of love is at the heart of both the Christian faith and our vision here at NJK.

God's love for all people inspires us to give love in abundance. We value and care for ourselves, others and the world around us as God's creation, demonstrating our values of friendship, compassion, forgiveness and respect.

We believe this is of the highest importance to enable pupils to explore their differences with tolerance and mutual respect.

Our school vision is integral to everything we do at NJK.

We want to discover and maximise each child's unique potential.

We aim to deliver a joyful and inspiring curriculum and school experience where every child feels loved, valued and cherished.

To enable After School Clubs to run as safely and enjoyably as possible for all concerned, new guidelines have been introduced and the policy set out below has been drawn up. Pupils wishing to join clubs must return the clubs letter, completed by a parent, in order to take part. Some clubs will have limited spaces. If the number of pupils wanting to join a club exceeds the limit, a waiting list will be set up and membership will be restricted to half a term. Minimum numbers will apply for clubs to continue to operate. **All pupils will follow the Behaviour Expectations as set out in the Behaviour Policy.**

This document sets out the responsibilities of all those concerned with organising and taking part in After School Clubs at Norton-Juxta-Kempsey CE Primary School.

The **Club's** responsibilities are to: -

- Ensure that the Pupils are appropriately supervised throughout the period of their attendance and at the end of Club.
- Promote **acceptable behaviour** to pupils through leading by example.
- Ensure the health and safety of Pupils attending the Club.
- Register pupils on entry to the club and send the register back to the school office.

The **Parent's** responsibilities are to: -

- Enroll their child/ren by signed slip, to a Club of their choice, for a minimum of half a term.
- Ensure that their child/ren are collected **promptly** at the end of the Club and inform the Club leader when they leave with their child
- Check at lunchtime during extreme weather conditions if an outdoor Club will run that day

The **Pupil's** responsibilities are to: -

- Understand that the outdoor play area is strictly out of bounds after 3.30pm
- Tell the Club leader if they need to leave the room/field/garden area for any reason
- **Behave in the same way that would be expected of them during normal school hours***

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The **School's** responsibilities are to: -

- Ensure that a full risk assessment is carried out for all activities.
- Ensure that there is a member of staff present on the school premises during all Club activities
- Ensure that all Club staff have undergone the necessary checks for suitability to be involved in a Club for Pupils
- Ensure that Public Liabilities insurance is in place to cover the approved activities that are organised during the After School Clubs
- Provide class teachers with a copy of the daily clubs registers.
- Check for pupils not in attendance at the club and follow up with parents/ASC.
- Pupils will be asked to miss part or all of the following session/s if the Behaviour Expectations are not followed.