



Norton-Juxta-Kempsey CE Primary School

AFTER SCHOOL CLUBS

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.**

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 meetings

- Promote **acceptable behaviour** to pupils through leading by example
- Ensure the health and safety of Pupils attending the Club

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

- Enrol 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***

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

* Pupils will be asked to miss part or all of the following session/s if the Behaviour Expectations are not followed.