

# **BEREWOOD PRIMARY SCHOOL**



## **Extended Day and Clubs Policy**

**Spring 2021**

<b>Revised by School</b>	January 2021
<b>Responsible Person</b>	Ricky Leigh (head teacher)
<b>Responsible Committee</b>	Full Governing Body
<b>Ratified by GB</b>	February 2021
<b>Next Review</b>	Spring 2024



## **BEREWOOD PRIMARY SCHOOL**

### A distinctive vision

At Berewood Primary School we see education as a journey of discovery to fire the imagination, to establish a sense of self, and to gain the confidence to take full part in the wider world.

### An ethos of local partnership

Berewood Primary School and the University of Chichester Academy Trust share the belief that education has the power to transform society. Our school is deeply rooted in its locality and encourages the involvement and interest of parents and the community, recognising that strong and vibrant communities have partnership and inclusion at their heart.

## **EXTENDED DAY AND CLUBS POLICY**

### **Purpose of the policy**

Berewood Primary School intends to provide a range of activities beyond the regular school day. The staff and governors believe that by offering our pupils additional activities for learning their basic education can be enhanced and enriched. In addition to the pupils enjoying a different style of provision it also gives scope for those pupils showing potential in certain areas and skills to focus on these and explore their own potential.

The school is grateful to staff members who have volunteered to give their own time freely due to their own dedication to children's learning. The pupils have been the beneficiaries of this. In addition to this further clubs are offered as the opportunity arises.

The facilities at the school are also available for letting to outside agencies (see Lettings Policy).

The aim of this policy is to meet the wider needs of pupils, their families and the local community by providing a wider range of activities and services, in addition to the taught curriculum often beyond the school day.

### **Protocol**

Teachers:

- Teachers providing clubs do so voluntarily and make their offer on a term by term basis.
- Teachers have the right to refuse entry to their club or activity. The reason would be communicated clearly to parents and carers, and the head teacher would be informed.

### **Outside providers:**

- Outside providers will meet with the head teacher or PE subject leader to discuss the nature of the provision on offer. The head teacher will decide whether to allow the club or not. Any outside provider will have to show risk assessments, DBS, qualifications and identity checks as well as provide full insurance for the activity.

### **Procedures**

Clubs are offered at the start of each term, and places allocated according to the agreed number and ages of pupils. Registers for the clubs are maintained and are checked by office staff to ensure that all pupils expected have arrived or parents contacted. Most clubs end at 4.30pm. If the teacher needs to cancel the club, parents are informed using the school email service or, if very short notice is given, using the text service. Replies for cancellation are checked and the text service enables the office to review which parents have received the message. Expectations for behaviour at the clubs are consistent with those expected during the school day.

### **Health and Safety arrangements**

The school is responsible for ensuring that Health and Safety requirements are met for all school run extended day activities. Risk assessments for club related activities are undertaken and discussed with the head teacher as appropriate.

For other providers, the employer is responsible. Fire exits, site security and other related concerns are discussed with the provider, and any further arrangements agreed with the school. All outside providers must have relevant insurance. Special attention needs to be paid to the Public Liability part of the insurance.

### **Monitoring and Evaluation**

This policy will be reviewed by all staff and Governors as part of the three year review cycle, or when significant changes occur.