

# **Ewelme School Clubs Policy**

## **Aims**

At Ewelme School we aim to provide a rich and varied programme of enrichment activities for all our pupils and encourage all children to take advantage of these opportunities.

## **Attendance at a Club**

At Ewelme School we value the voluntary time and further effort that teachers and other adults give up to organise clubs and believe that attendance at a club is a privilege that our pupils earn. As such we expect all pupils attending a club to behave well and we reserve the right to withdraw a pupil from a club for the following reasons:

- Non-attendance at a club on more than two occasions
- Inappropriate behaviour during club
- Poor behaviour at school

## **Organisation of Clubs**

Clubs take place during the lunch-time play or after school. All clubs will have a designated number of places and these will usually be allocated on a first-come basis. Clubs may be open to all year groups or restricted to particular age-groups depending upon the activity.

## **Cancellation of an After School Club**

Where possible the adult in charge will give good notice of the cancellation of or alteration to a club. Pupils are responsible for informing their parents about these changes. When a child forgets, they may telephone their parents on the day of the club, however the school will treat this as a special case. When a club has to be cancelled at short notice due to bad weather, staff illness, etc. the school will make every effort to contact the parents by phone. A decision concerning the weather will be made at 2pm and all parents called immediately, if cancelled. When contact is not possible a member of staff will remain on site to supervise pupils until they are collected.

## **Weather versus Facilities**

Due to the nature of Ewelme School's facilities, it is necessary to run clubs even during inclement weather. Children should be prepared with appropriate clothing for the club and also a change of clothing/ towel if caught out in the rain. Please be aware that during some sports club activities children WILL get very muddy. If you do not want your child to participate due to the weather conditions please personally pick them up after school- letting the adult who runs the club know that you are doing so.

For this reason it is important to repeat that all clubs cannot begin until a register is taken and any absences are accounted for.

## **Charges**

Pupils might be asked to bring a contribution for consumables or may be asked to replace equipment lost or broken (see Charging and Remissions Policy). Where a club is run by an outside agency/professional, payment will need to be made directly to the school office or club.

## **Responsibilities**

### **Responsibilities of the adult in Charge:**

The adult in charge will:

- Ensure that all permission slips are kept in a safe place
- Take an attendance register at each meeting
- Make pupils aware of any Health and Safety issues
- Make pupils and other adults aware of the emergency procedures
- Explain the Code of Conduct to all adults and pupils
- Notify pupils if a club is to be cancelled
- Check that pupils have informed their parents about changes to/cancellation of a club
- Make a written record of any unacceptable behaviour and inform a member of the teaching staff/Headteacher immediately

### **Responsibilities of Parents**

Parents need to:

- Provide written consent for their child to attend a club on the **official permission slip**. (This includes pupils whose parents are helping at club).
- Provide a written note addressed to the adult in charge, before the day of the club, if their child cannot attend
- Provide a written letter addressed to the adult in charge if their child no longer wishes to attend club
- Collect their child promptly at the end of an after school club
- Make sure their child is aware of the School Clubs Policy

### **Responsibilities of Pupils:**

Pupils need to:

- Attend club regularly
- Be well-behaved at club and at school
- Be polite and respectful to all adults involved in the club

### **Responsibilities of the school:**

The school will:

- Provide a safe and secure environment
- Ensure that all adults are suitably qualified to be in charge of the activity undertaken
- Ensure that all adults are fit to work with children by undertaking the necessary checks
- Ensure that a teacher is present on site during clubs and until children are collected
- Provide official permission slips
- Provide copies of emergency procedures and Code of Conduct
- Telephone parents as soon as possible if a club is cancelled at short notice
- Ensure that a teacher is on site to supervise a child whose parents have not been able to be contacted by telephone

## **Ewelme School Code of Conduct**

At Ewelme School we value every member of the school community. Our values are built upon mutual trust and respect for all individuals including pupils, all members of staff, parents and visitors.

### **As members of the school community we agree:**

- To uphold the ethos of the school
- To respect ourselves, respect each other and respect our environment
- To be polite and courteous at all times
- To listen to each other
- To be fair
- To be positive and support each other
- To acknowledge our achievements
- To recognise effort
- To take responsibility for our actions
- To reflect upon our conduct
- To be professional in our dealings with each other

## **Tips for Adults in Charge of Clubs**

At Ewelme School we have a clear Behaviour and Discipline Policy. Our approach is based on a positive behaviour strategy. Within school we adopt visible and positive behaviour management strategies, to ensure that all our pupils are clear about what is acceptable and unacceptable behaviour.

The same approach should be adopted at school clubs. Here are some pointers to help you manage behaviour during a club.

- Make your expectations clear at the start of the club
- Give polite and clear reminders during the club
- Be positive and praise good behaviour - you will find children respond quickly to this
- If a child behaves in an unacceptable way, focus on the behaviour rather than the child, stressing that the action is unacceptable rather than the individual
- Try to give children a clear and definite choice - 'you can do this... or that...' rather than 'if you don't do this then...' As you are likely to back yourself into a corner
- Always be polite, fair and professional
- Keep evidence of any unacceptable behaviour - write down exactly what happened
- Seek support from a teacher at the school if you have a problem