

# School Clubs Policy



Love, Learn and Shine Together with Jesus.

Written: September 2021

Reviewed: March 2023

Leader: Miss Anya Melville / Children's University Mrs Evans

## **Aims of School Clubs**

At St Matthew's Catholic Primary School we aim to provide extra high quality teaching and coaching opportunities for children during and after school hours. This allows the children to further develop their social, emotional and educational skills.

Children will:

- Have greater understanding of health and fitness and opportunities to opt for physical activity to encourage a healthy lifestyle, when attending sports clubs
- Learn and develop new interests, skills and talents e.g. singing, music, art etc.
- Show a desire to improve and achieve in relation to their abilities and aspirations.
- Develop the appreciation of the concept of fair play, team play, honest competition and good sportsmanship when attending sports clubs.
- Understand safe practice and develop a sense of responsibility.
- Promote self-esteem through physical competence and learning new skills.

## **Activities that are available and the selection process**

St Matthew's provides excellent extra-curricular activities such as multisports, dodge ball, choir, arts and crafts and drama delivered by staff and on occasions by outside specialists who are fully DBS checked. The range of clubs aims to offer the children the opportunity to perform in both competitive and non-competitive games and educationally learn new skills. Places will be offered based on the club's suitability to the age group. Places will be given on a half termly rota to ensure that all children have the opportunity to attend the club of their choice at some point during the academic year. Staff ensure that there are enough places for all children to be able to attend a club each half term if they wish to do so. All teachers and learning support assistants will deliver at least three clubs during the academic year.

### **General Information for running a school club or competition**

- Timetable for clubs each half – ensuring we have enough places for all children
- All parents/carers need to complete and return the request form.
- Children are expected to listen to the club leaders and follow instructions. If a child is unable to stay on task, then they may have to be removed for health and safety reasons. Children will be given an opportunity to improve their behaviour before this action would be taken
- Mrs Evans and school LSA's all administration and registers for school clubs.
- The office staff, after school club coordinator and Head teacher are responsible for ensuring that all club leaders are aware of the school emergency and administration requirements
- A register should be taken in order to monitor attendance and to ensure that all children are accounted for in the event of an emergency or fire alarm. Copies of these registers are also kept by the school for data purposes and ensuring that all children get an opportunity within their year to attend their chosen club
- Parents/carers should be aware where and when to collect their children after the club has finished
- Children should wear appropriate clothing when necessary e.g. PE kit.
- Parents/carers should be given reasonable notice before an event or competition
- If a club has to be cancelled, we will advise the parents of the child in writing as soon as possible
- If a club is cancelled on the day, we will telephone or text the parents as soon as possible

### **Coaches in school clubs**

The school has several specialists who are experts in their field. This helps to develop high quality PE and music within and beyond the curriculum time. To ensure good quality teaching and coaching from outside providers, we at St Matthew's Primary School:

- Check that coaches have the appropriate qualifications in their specialist subject and in coaching young people
- Check that coaches are of good character and suitable to work with children by following required safeguarding checks and procedures. A member of staff may attend the first session of each club to ensure that the adult in charge is suitable
- Give clear guidelines and support to coaches about health and safety procedures and school behaviour policy

### **Children's University**

Children's University is a charity that work is in partnership with schools, local learning and activity providers to provide a range of learning opportunities. These opportunities aim to improve the aspirations and attainment of all pupils through encouraging, tracking and celebrating participation in learning activities beyond the school day.

This year St. Matthew's will be participating in a research study to evaluate the impact the Children's University programme has on pupil attainment.

### **Accident procedure**

If an accident occurs, the club leader or assistant will make contact with the school office and will establish what assistance is required. First aiders are on site for the duration of all school clubs. The club leader will then supervise the pupils, whilst the clubs' qualified first aider attends to the injured child's needs. The incident will be recorded including the time and what happened by the club leader. The club leader will inform the parent of the event, when they are collected. If the child is unable to continue the club, the club leader will decide whether to contact the child's parents by phone to be collected early or get them to sit quietly until the end of the class.

### **Collecting children after a club**

Any child not collected on time at the end of a school club will be brought to the school office, office staff will contact parent/carer and wait with the child until they are collected.