Knowsley Junior School

Enrichment and Extracurricular Activity Policy

Aims, Objectives and Outcomes

The pupils of Knowsley Junior School have a core entitlement to a full curriculum and wherever possible, we make this broad, interesting and relevant. This allows the children's knowledge, skills and understanding to develop, so they can perform with increasing competence and confidence. There are, however, areas of learning that are not within the scope of the usual school day, but which we recognise as being beneficial to our children. This also allows us to highlight gifted and talented children and to enhance a particular talent or interest. Knowsley Junior School aims to offer a variety of extracurricular opportunities delivered by staff, external providers and independent clubs. All activities should enrich and develop independent thinking, the selection and application of skills, positive teamwork and enhanced self-esteem. In addition, the activities will increase the range of experiences that the children have, enabling them to make informed choices for adult life.

Aims of the Policy

By encouraging extracurricular activities, we intend to:

- Enable children to sample from a range of activities and pursuits that will encourage them to choose and develop further leisure activities.
- Enable children to have fun and enjoy a broad range of sporting and non-sporting activities.
- Enable children to extend and enhance their understanding and enjoyment of a particular area of learning through more independent study and activity.
- Encourage children to develop friendships with children from other age groups and work together cooperatively.

Procedure

Our extracurricular activities fall into the following categories:

- Lunchtime activities by school staff and Year 6 sport leaders.
  These normally run from either 12:00pm to 12:30pm or 12:30pm to 1:00pm and are intended to attract children who would be unable to attend after-school clubs due to other commitments.
- Lunchtime activities by external providers.
  Additional activities are offered by external providers. These run from 12:15pm to 1.00pm and provide activities which existing members of staff would be unable to offer.
- After-school activities by school staff.
  After-school activities run by school staff will take place at the discretion of the member of staff involved and parents will be informed of timings and options. These generally run from 3:25pm to 4:20pm.

- After-school activities provided by external providers.

Activities provided by external providers will be at the discretion of the provider and parents will be informed of timings and options. These generally run from 3:20pm to 4:20pm.

All clubs change on a half-termly basis to provide a range of opportunities to all children throughout the year.

Extracurricular Club Procedures

- Lunchtime clubs should have an up to date register of the children who wish to attend. This will also enable the enrichment coordinator to track the children who are engaging in the opportunities provided by staff and sports leaders. The school office staff must be informed if the children need to go for their dinner first or last.

- After-school clubs usually run from 3:25pm. Before the club starts, risk assessments should be checked and added to accordingly. All club staff must have an up to date DBS check and these must be logged on the school's register.

- Permission slips must be completed in full and collected by the member of staff running that particular club, prior to the first club session. A register will then be generated and the children will be informed if they have a place in the club or are on a waiting list.

- There will be a maximum number of places on offer and school reserves the right to withdraw the privilege of attending a club should there be a breach of rules or inappropriate behaviour by the child or parent.

- The register for after-school clubs should be taken at the beginning of each session, by a member of the school staff and any absent children must be accounted for. The register must indicate whether the children attending will be collected by a parent/guardian (always in Years 3 and 4), walking home (avoided where possible in winter months) or attending Squirrels at the end of a session. Registers for clubs will be kept in the enrichment register folder.

- An additional member of the school staff should always be available for the duration of the club in case of an emergency, including first aid. The lead member of staff should ensure that all children have safely exited the premises at the end of the club.

- For all sporting extracurricular activities, children must wear a PE kit and trainers; this may also include protective clothing, e.g. shin pads, underbody armour, fencing face guards, etc. For health and safety reasons, no jewellery or headscarves are to be worn during any physical activity.

- In the event of an after-school club having to be cancelled, office staff should be informed as soon as possible so that arrangements can be made to contact parents to come and collect their children.

- All children will be expected to attend every session of the club; if they know they will be absent, for a valid reason, a letter from the parent/guardian must be provided.

Behaviour Expectations

All children are expected to follow the rights respecting ethos of the school and treat all members of the club and staff with respect. All inappropriate comments, language or behaviour must be tackled instantly and the parents need to be informed at the end of the session. All incidents are to be reported to the enrichment coordinator, who will then log and document them. If poor behaviour continues, this must be reported to the enrichment coordinator and headteacher, so that a course of action can be decided.

Representing School

In some circumstances, a decision may be made that results in a child not participating in certain events. Each incident will be considered separately, taking into consideration all factors, and the outcome will be decided by the headteacher.

Equal Opportunities

Clubs are offered to all children. However, if there are circumstances which could prevent a child from participating, we try to overcome these by:

- Running lunchtime clubs for those children who have difficulties in staying after school.
- Ensuring that a member of school staff is always on site to support children with SEND, should an issue arise.
- Addressing any other special needs that might require adaptation of the school environment.
- Offering a solution to enable a child to attend a club.

All club leaders are required to keep a list of children with SEND and health issues. Special arrangements may need to be made for these children following discussion with the school leadership team.

Health and Safety Considerations

All club leaders should ensure that, at the first session of a club, children are reminded about:

- Procedures in case of a fire, including the safest/quickest exit from the building and where the assembly point is.
- Rules for moving round the school building, particularly arrangements for going to the toilet.
- Expectations of behaviour.
- Arrangements in case a club has to be cancelled.

All clubs leaders should ensure that:

- They have all medical details and contact numbers for children attending the club.
- They are familiar with the school's Health and Safety Policy and the risk assessments for the club.
- They have up-to-date permission slips from parents, including agreed arrangements for travelling home.

School leadership should ensure that:

- DBS checks have been completed on all external club leaders.
- Club leaders are clear about the expectations of the school regarding their role.
- All procedures are followed as stated in this document.
- Risk assessments are in place for each club and amended when necessary.
- Whilst the club is taking place, there is always a member of school staff on the premises in case of emergencies or the need to administer first aid.

Charges for Clubs

The cost of clubs is kept to a minimum and the majority are free of charge. If a club run by Knowsley Junior School has a charge, it will only be for the cost of consumable items, e.g. a charge for each cookery session to cover the cost of ingredients. External providers of clubs operate their own charging policies. Before allowing the club to use school premises, Knowsley Junior School will consider the cost to pupils and its financial accessibility. In some cases, a subsidy might be made available at the discretion of the governing body. Where external providers are charging parents, it is expected that the costs to be incurred will be made clear before parents agree to children attending the club.

Complaints Procedures

- If Knowsley Junior School has a concern about a club, the headteacher will raise this with the club leader.
- If the matter remains unresolved, the club organiser will not be allowed to run the club the following half term.
- If the club leader has a concern, they should talk to the headteacher.
- If a third party complains, the headteacher will deal with the complaint and attempt to resolve the situation.

Linked Policies

Other policies which should be referred to include:

- Health and Safety
- Equal Opportunities
- Behaviour

Signed Chair of Governors …….

Date: ……/……../……..

Review Date: ……..……..……..

Data Protection Statement

The procedures and practice created by this policy have been reviewed in the light of our Data Protection Policy.

All data will be handled in accordance with the school's Data Protection Policy.

Data Audit For This Policy					
What ?	**Probable Content**	**Why ?**	**Who ?**	**Where ?**	**When ?**
Registration / Admissions Data	Name Class Test scores Parent contact details	To track progress	All Staff (Where Necessary)	Initially Completed On Paper Then Entered Onto Computer Paper Version is Shredded	Held On File Throughout Child's Time At School

As such, our assessment is that this policy:

Has Few / No Data Compliance Requirements	**Has A Moderate Level of Data Compliance Requirements**	**Has a High Level Of Data Compliance Requirements**
	✓	