



**ALL SAINTS
MULTI ACADEMY TRUST**
BIRMINGHAM
GOD'S LOVE IN ACTION

Term Adopted	Spring 2022
Frequency Reviewed	Every 3 years
Last reviewed	January 2022

Policy Name:

Before & After School Club Policy

Policy Group:

Operational Policies

Reviewed by:

Local Academy Board

Mission Statement

All Saints Multi Academy Trust Birmingham

God's Love in Action

Our children are at the heart of everything we do through **Christian values and relationships**. **Living and learning together** we celebrate the uniqueness and diversity of everyone in our family. We nurture a sense of **self-belief, mutual respect and belonging** through Social Emotional Learning and academic excellence. We are dedicated to building the foundations for **happy and successful life-long learning**.

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1. Introduction

Our children are at the heart of everything we do. The provision and curriculum we offer extends out of the normal school hours. We value extended learning hours a vital part of our children's development that help our children to nurture a sense of self-belief and belonging. The opportunities that clubs bring are essential to offering a balanced and inspiring school curriculum.

Activities are designed to offer a range of activities for all years in Key Stage One and Two. Clubs are selected by our PE & Wider Schools Leader, with the addition of School Council's recommendations.

The role of the PE & Wider Schools Leader enables to continually review the impact of all clubs and themes that run in school. Contacts from around the community also provide a stepping-stone for further education and development; and clubs play a key part to developing our children's knowledge, skill, and passion.

2. Aims and Objectives

In all clubs, before and after school, we aim to:

- Offer a wide range of clubs/activities that are inspiring, fun and engaging.
- Enables children to experience activities that they may not otherwise encounter, and acquire new skills.
- Help build confidence, well-being and creativity.
- Encourages children to develop friendships and work together co-operatively, even with children in different age groups.

3. Who delivers our clubs?

All clubs are delivered by knowledgeable, qualified and passionate leaders. They have an expertise in the activities that they lead and share a passion to inspire our pupils.

Some clubs are run by internal staff, that generously offer their time after school. Other clubs can be run by paid internal staff that have an expertise in their activities. The rest are from external providers that are specialists in their field. This can range from Capoeira, Football, Art, Drama, and plenty more.

Clubs are continually reviewed and assessed by our PE & Wider Schools Leader and Senior Leaders.

4. Extended Schools Programme

Below is a list of a variety of clubs that we offer before and after school, in addition to holiday clubs that are out of normal term time.

4.1 Breakfast Club – If there is capacity/need within the school, it can offer 'Breakfast Club'. This runs between 7.30am till the start of school. The daily charge is £5, or discounted if they attend every day of the week to £20. The club offers breakfast with a range of cold and hot options on various days and served at 8.00am till 8.15am. Food is provided by the school kitchen staff and they are able to serve nutritious food to make sure our children get the perfect start to the day. Various games and activities are planned, set out and lead by the club leaders. Breakfast club is run by internal staff.

4.2 Active Club – If there is capacity/need within the school, it can offer ‘Active Club’. The club runs for 30 minutes before the start of school and runs alongside Breakfast Club. Crucially, this club is free of charge and is offered to all students in Key Stage One and Two. In some circumstances, siblings in Early Years can attend too. This may be based on staffing ratios and is monitored carefully.

The aim of the club is to get children active by playing a range of games. These can vary from gross-motor games like Dodgeball or Tennis, to team building activities. We believe it’s essential for children to get 30 minutes of exercise a day, aiming to reach 60. This aids this mission and helps concentration in the classroom. Active Club is run by internal staff.

4.3 After School Club – If there is capacity/need within the school, it can offer ‘After-School Club’. Clubs usually run from 3.15pm till 4.15pm and run for half a term (typically 5-7 weeks). Clubs have a £5 sign up fee for each club, unless specified. This enables the school to cover a small proportion of costs for external companies, meaning the rest is heavily subsidised. We highly value the experience and opportunities clubs create for our children.

Clubs run every week of the year except for the first weeks in September (to enable registration time), and the last week(s) of the academic year in July.

Before the term starts, clubs will be advertised. Club allocations and registered will then be readied before the new term (except for September).

Clubs can often change across the year based on levels of success, and/or the number of interest generated, and/or the quality of the delivery in clubs.

4.4 Wrap Around Care – The school makes sure there is an external provider available that offers extended hours past what school can offer. This is usually up to 6.00pm on evenings. Parents can gain contacts for this facility through the main office team.

4.5 Holiday Clubs – Holiday clubs are on offer through community programs. The school will advertise any that are on offer through newsletters and flyers. In some cases, these can be offered on school-site and children may get a discounted rate. There are separate policies in place for this provision.

5. General Procedures

Our PE and Wider Schools Leader is responsible for managing the Extended Schools programme and works closely with the office, finance and leadership teams to carefully plan a balanced provision for all pupils to attend. They also manage the budget that it is spent wisely, in-line with school finance procedures and Sports Premium guidelines.

- **Behaviour** - Children are required to meet the standards expected of them. If fallen short, the school have the right to discuss alternative options with parents.
- **Absences** – If a child does not attend club for two consecutive weeks (without notice or unauthorised absence at school), contact is made to parents through the office team. The place then may be offered to the next child on the waiting list.
- **Cancellations** – In the unfortunate circumstances that a club is cancelled, messages or phone calls are conducted by the school office team at the earliest

stage for parents to collect children. A member of staff is allocated to look after children after school if picked up late or club cancellations.

- **Supervision and Safety** – A member of school staff will ensure that all children leave the building safely as per the arrangements agreed with parents. Siblings of children attending clubs are to be collected as usual at the end of the normal school day. Neither the school nor the Club Leader is responsible for the supervision of siblings during the club session. A First-Aider and a Designated Safeguarding Lead will always be on the school premises for the duration of club sessions. In case of fire, the children will be led on to the school playground, as per fire procedures, where the Club Leader will check the club register. Fire procedures are easily available in each area of school and staff are regularly required to remind themselves of these. External staff are given a leaflet with relevant safeguarding procedures upon arrival.
- **Key Documents** – School office staff and external providers are responsible for ensuring documentation is up to date. This includes DBS checks, insurance policies and qualifications.

6. Payments

In the final week of term, letters are issued to parents informing them of the next terms clubs. Upon receipt of these, club allocations and registers are devised by the PE & Wider Schools Lead and/or school office team. Once parents are notified of confirmation of places, payments are then made. If payment is not made within 2 to 3 weeks, a child can be taken off a club register unless they have arranged a meeting to discuss the matter. Payment methods may alter once an online system is in place.

7. Waiting List

If a child is on the waiting list, then they are given priority the following term. This only applies to the club they previously wanted, and must apply again on the next set of clubs to retain their interest.

Club allocations are devised to create a fair opportunity for all pupils to attend. Once priority places have been given (from waiting list last term and essential places offered), then the rest are given on a first-come first-served basis.

As payment isn't required until confirmation of places, a refund procedure isn't required (unless an online payment system is in place. In this case, please see the Charging and Remissions Policy).

8. Inclusion

Our clubs are fully inclusive and all children are encouraged to participate in extra-curricular activities. If a child has specific or medical needs, information is shared with the club leader and any necessary arrangements agreed.

The school will make sure requirements are met if a child needs additional assistance for a club they wish to join, e.g. 1-1 provision.

9. Review and Impact

The PE & Wider Schools Leader reviews all clubs that are on offer on a half-termly basis. It includes regular contact with external and internal club leaders, value for money and opportunities available for our children.

The report that is created is then sent to the Local Academy Boards and feedback is regularly received, and implemented.