



# Duncombe Primary School

## Extended Day Policy

Reviewed by: Monique Roberts  
Date: September 2021  
Next Review: September 2022

## **Overview:**

We offer enrichment opportunities through various types of provision delivered by school staff and external providers all with a view to increasing the range of experiences that children have, enabling them to make informed choices for adult life. Activities are designed to be fun and cater for a wide variety of interests.

We want to offer the scope for each and every child to find a passion, develop a talent, spark an interest or simply find pleasure in doing an activity with others. After-school clubs are a fantastic way of achieving this and we are excited to offer a wide range of clubs from Music and languages, to Gymnastics and Martial Arts.

## **Aims and objectives**

Participation in clubs:

- Enables children to sample and enjoy a range of activities and pursuits that will help them choose leisure activities for adult life.
- Enables children to experience activities that they may not otherwise encounter, and acquire and develop new and existing skills.
- Helps build confidence, well-being and creativity.
- Encourages children to develop friendships between age groups and work together cooperatively.

## **Who delivers our clubs?**

Some clubs are delivered by members of staff who have a passion for and expertise in, specific subjects. They are very generously offering their time after school.

Other clubs are delivered by expert and specialist third parties.

## **Clubs offered**

We offer a varied and challenging programme of clubs and extra-curricular activities for children across the school, including Art, Music, Gymnastics, Martial Arts, Cookery, Languages, Computing, Multi-Sports and Football

Any new clubs are announced and detailed in the school newsletter the app.

Not all clubs run each term - the operating dates of clubs are included within the timetable which is issued to parents at the start of each term and copies are available from the main office and on the app.

## **General procedure**

Extended Day is managed by our business manager who works closely with our play leader, Head Teacher, dedicated teaching staff and our carefully selected third party club providers. This allows us to run an efficient, sustainable, relevant, fun and high-quality wrap around service.

## **Organisation of Clubs**

After-school club runs from 3.20pm to 6pm – term time only.

A new programme of enrichment activities is offered in the Autumn, Spring and Summer Terms of each school year. Enrichment activities run from 3.30pm and usually last for 1 hour.

Breakfast club runs from 7:00am to 8:40am and must be booked a day in advance.

## **Booking a Club Place**

All clubs must be paid for once the booking is made. Payments can be made online via Credit/Debit Card and clubs are available on a first come, first served basis although we do provide an ad-hoc service called afterschool club to cater for emergency childcare needs.

## **Registration**

A register is taken by the staff member in charge of a club at the start of each session. If a child is absent but the club organiser has not been reliably informed, the club organiser will contact the School Office and office staff will attempt to contact a parent by phone.

## **Absences**

Parents are requested to inform the school in advance if their child is unable to attend one of the sessions.

## **Cancellation**

A club should only be cancelled after discussion with the Headteacher or Business Manager.

Clubs will only be cancelled as a last resort if no staff member is able to cover the absence of a club leader. On very rare occasions where it is necessary to cancel a club:

Parents will be notified, in advance, of any session that needs to be cancelled.

If a session needs to be cancelled on the day itself for example due to the unexpected illness of the club leader, the school will notify parents and the children will have the option of attending Afterschool club.

Should a session be cancelled at the last-minute, for example due to adverse weather conditions, the club organiser will supervise the children until all children have been collected.

## **Supervision and Safety**

The club leader will ensure that all children leave the building safely as per the arrangements agreed with parents. A 'first-aider' will always be on school premises for the duration of the club session.

In case of fire, the children will be led on to the school playground where the club leader will check the club register.

## **Collection of Children from Clubs**

Activities are planned for the full duration of a club; sessions will often end with some 'tidy-up' time; therefore, parents are asked not to collect their child early unless by pre-arrangement or in

exceptional circumstances.

Parents/Carers should ensure they collect their children promptly at the end of an after-school club from the main entrance.

Children who are not collected on time will be taken to Afterschool club and parents will be charged.

If children are routinely collected late from a club, parents will be contacted to discuss the situation. Continued late pick-up will result in a parent being informed that their child is unable to attend clubs.

## **Charges for Clubs**

The cost of clubs is kept to a minimum to ensure access for all children and the school does not make any money of enrichment or after school club session.

Breakfast Club which runs from 7:00am to 8:40am is priced at £1.50 per session

Enrichment activities vary in price but range from £2 - £5.50 per session

Afterschool club runs from 3:20pm to 5:55pm is charged at £5 per session and includes a snack.

Any parent who would like their child to attend a club but is unable to meet the financial cost can approach the school who will consider their request sympathetically and may be able to offer support. We are keen to give children opportunities and scholarships for a whole variety of clubs will be offered.

Any late pickups will be subject to a £5 charge for every 10 minutes the child has not been collected.

## **Behaviour**

Our wrap around care provision is in extension of the school day, and therefore we expect all children to respect the school behaviour rules. Any unacceptable behaviour will be reported to the Business Manager, who will report to the Headteacher.

## **Health and Safety Considerations**

All clubs' leaders will that:

- They have all medical details and contact numbers for children attending the club.
- They are familiar with the school's Policies for Safeguarding, Health and Safety and Positive Behaviour.
- They have up-to-date permission slips from parents, including any medical or other special needs, and agreed arrangements for travelling home.
- A full register of all children attending a club is maintained for each session (Club Leaders to pass their Register back to the Extended Day administrator after each session.).
- Appropriate clothing is worn for all clubs plus any other kit that is required.
- All resources and any necessary preparations have been organised ready for the club to start promptly at the specified time.
- Parents are informed of any change in arrangements.

- The Club Leader has the same duty of care as at the end of the school day; s/he will inform the Business Manager of any child who is regularly collected late. This could result in a child being prevented from remaining in, or joining clubs.

School leadership should ensure that:

- Enhanced DBS Checks are completed on all Club Leaders and details are recorded on the school's Single Central Register.
- External providers for coaching and activities provide copies of their qualifications. Club leaders are clear about the expectations of the school regarding their role.
- A minimum level of adequate supervision is agreed and followed for each activity. Procedures (Safeguarding and Health & Safety) and expectations (Behaviour) are followed.

## **Inclusion**

Our clubs are fully inclusive and all children are encouraged to participate in extra-curricular activities. If a child has special or medical needs information will be shared with the Club Leader and any necessary arrangements agreed.

## **Feedback**

All feedback is carefully considered and considered when decisions are taken about clubs' provision for the next term.

## **Complaints**

If parents are concerned about any aspect of an after-school club, they should talk to the Headteacher or Business Manager in the first instance.