



ASTON-ON-TRENT PRIMARY SCHOOL



POLICY FOR EXTRA-CURRICULAR ACTIVITIES

Local Authority Policy reviewed and approved by Governors on
31st March 2025

This policy has been impact assessed in the light of all other
school policies, including the Disability Equality Scheme.

SIGNED:

PRINT NAME:

C. Jones

Chair of Governors

DATE:

31.03.25

SIGNED:

PRINT NAME:

S. Moore

Headteacher

DATE:

31.03.25

ASTON ON TRENT PRIMARY SCHOOL
Achieving Success For All!

POLICY FOR EXTRA-CURRICULAR ACTIVITIES

1. **INTRODUCTION**

As a school we wish to offer as wide a range of extra-curricular activities as possible to the children in school. Although these activities are in the main aimed at children in Key Stage 1/2, this does not preclude suitable activities being made available to children in Foundation Stage.

This policy sets out the main principles and procedures for extra-curricular activities.

2. **PRINCIPLES**

The extra-curricular activities will be supportive of the school's aims and ethos by seeking to:

- Develop the individual to his or her full potential
- Develop social awareness, group responsibility and empathy
- Extend individual talents and interests

3. **BENEFITS**

As a school we see many benefits in providing a programme of extra-curricular activities as follows:

- Children of various age groups join together and share ideas, skills and experiences. They meet with children who are not necessarily in their peer group and so widen their social horizons. Children are able to build relationships with staff, both teaching and non-teaching, who they do not normally meet during the school day.
- Children can build upon their interests, expertise and experiences by sharing these with others. At the same time other members of the school community develop new interests and try out new skills and experiences.
- There are opportunities for all members of the school community to be together – many clubs involve teaching and non-teaching staff, parent and other adult helpers and children.
- Children who may not enjoy academic success are able to achieve success in other areas.
- Many opportunities are given for developing social skills.

4. **PROCEDURES**

- The School Business Officer is responsible for sending out information and liaising with external providers for all extra-curricular activities and for the implementation of this policy.
- Many extra-curricular activities will take place after school although others (e.g. choir practice, individual instrumental tuition) will take place in school time. They

take place throughout the school year although some activities may only be organised during the most suitable time. Wherever possible a balance of clubs across the age ranges is provided.

- The Headteacher is responsible for ensuring that the activities are suitable and adequately supported as necessary by members of the teaching staff, non-teaching staff, external professional tutors (e.g. violin teachers, etc) or parents or other suitable volunteers.
- Any of the stakeholders in the school (staff, parents, pupils) may suggest suitable activities which may be started at any time during the school year provided there is suitable expertise, interest and time available
- Normally the office staff will publish a printed notice of all extra-curricular activities available, together with their times, ahead of the term the activity begins. They are also responsible for advertising new activities and for advising parents if an advertised activity has to be cancelled (cancellations will normally be advised to parents via ParentHub and the texting service).
- The Headteacher must ensure that the written permission of the parents of all the children taking part in extra-curricular activities is received before the children start. This will normally be by a pro-forma sent with a letter to the parents advertising the activity. No child/ren should join an existing activity once it has started unless the written permission of the parent has been received. Permission letters will normally be available from the school office.
- Lists of members for each activity will be drawn up by the club provider of each activity, who must ensure that only those children entered on the list are allowed to participate. Copies of the lists, together with the permission pro-formas will be retained in the school office. The office staff are responsible for advising the leaders of each activity of any amendments to the lists. The leader of each activity should keep their own weekly register of attendance.
- All extra-curricular activities will take place in various parts of the school building and grounds. No letting fees will be charged as stated in the school's Letting Policy.
- For some extra-curricular activities a tuition fee will be payable. All parents, in giving permission for a child to partake in such an activity, enter into a contract to pay the required fee directly to the provider. It is the responsibility of the provider, not the school, to collect this money and to pursue all unpaid bills or to bar a child from taking part because payment has not been made.
- The Headteacher is responsible for ensuring that the child's welfare and safety is maintained in accordance with the school's existing policies whilst he or she is taking part in an extra-curricular activity, in particular the Health and Safety Policy, the Security of School Buildings, and Groups Policy, especially in relation to the rules relating to children leaving school at the end of an after-school extra-curricular activity. All leaders of extra-curricular activities should be familiar with the policy for Extra-Curricular Activities.
- The Headteacher is responsible for ensuring where possible there will be a first aider on site, which may be the club provider.
- The Headteacher is responsible for ensuring that Criminal Checks are made prior to the start of clubs.

- The Headteacher is responsible for ensuring that a member of staff or club provider is always present until all children are collected.
- It is school policy that children aged Reception to Year 5 are collected by an adult or responsible person. This applies to collection after an extra-curricular activity.
- All teaching staff will be provided with lists of children who attend clubs.
- In KS1, children are lined up in class then sent to the provider in the room the club will be held in.
- In KS2, at the beginning of each term the class teacher will read out those children participating in after school clubs to establish routine. Thereafter, staff will direct children to where the clubs are held each day, and a list will be displayed on the classroom wall.
- Club providers meet and register pupils in designated classes/areas and inform the school office if a child has not attended.
- Office staff to check who has not attended and why.
- Club providers to see that the children meet parents when clubs have finished. This will be from the front main entrance or KS2 door and parents must sign for pupil on collection.
- If any child is not collected on time the member of staff or club provider responsible will contact parents/carers.

5. EQUAL OPPORTUNITIES

In line with the school's policy on Equal Opportunities, every opportunity will be taken to ensure equal access for all pupils to the school's extra-curricular activities programme.

No child should be placed at a disadvantage because of a parent's inability to pay for a particular extra-curricular activity and the Headteacher will try to find way of reducing the financial burden if approached.

ASTON ON TRENT PRIMARY SCHOOL

AFTER SCHOOL CLUB – PUPIL COLLECTION SHEET

NAME OF CLUB: _____

DAY: _____

TIME: _____

NAME	DATE & SIGNATURE						