



After School Clubs Policy 2024



Staff Responsible:	Mrs P Winch
Status & Review:	Non-statutory – Every 3 years
Reviewed:	December 2024
Next Review:	December 2027

Policy Statement

At Town Farm, we are very keen to offer after school clubs so that interests and talents can be recognised in a wide range of areas not necessarily associated with the curriculum. We have a cross section of **engaging and ambitious clubs** which promote social and physical engagement, mental health and wellbeing as well as nurturing new skills.

Staff, who choose to run a club, must ensure that they follow the set procedures in this policy to offer the best learning experience outside of school hours. After school clubs must follow the normal safeguarding policies used in school hours that are in place at Town Farm Primary School & Nursery. (Please see our Safeguarding and Child Protection Policy)

Policy Aims

By encouraging extra-curricular activities, we intend to:

- Provide a cross section of engaging and ambitious clubs: academic, creative arts and sports.
- Provide opportunities for enjoyment through a range of activities
- Extend learning through extra-curricular activities
- Encourage pupils to work together co-operatively.

After School Club Procedures

After school clubs will run from 3.30pm-4.15pm.

Any messages related to planned absences from the club must be left at the school office.

Parents/carers sign up to clubs on our Arbor system via the app. Permission is given by the parents through this forum alongside an emergency contact number and any relevant medical issues/ medication. The adult responsible for the club must be aware of and check necessary medication before beginning the club e.g. an inhaler and ensure they have access to it. If a child is feeling unwell, then a phone call to their Parent/Carer will be made for the child to be collected ASAP.

A register will be kept by the club deliverer and must be taken at each session, these are on our Arbor system. The school office will also have access to these registers. Where a pupil is absent without an explanation, communication must be made as to the whereabouts of the pupil in order to establish their safety.

Clubs will normally run for the duration of a term at a time, although this is subject to change.

- Cancelled sessions
 - In the event of a session being cancelled the school will inform the parents as soon as possible. We will try, to the best of our ability, to cover these sessions so they are not cancelled.

- If a pupil does not attend 3 or more sessions without a credible reason, then their name will be removed from the club and their parents will be informed.
- Club Numbers
 - Numbers at any club will vary according to the club and these will be published with our club offer. Admission to these clubs will be on a first come, first served basis.
- Departure
 - Parents/carers will pick up their child from the front office unless otherwise stated/arranged.
 - The adult responsible for the club must ensure that all children have been collected by the responsible adult. This will include Y5 and Y6 pupils who ordinarily have written permission to walk home alone at the end of the school day.
 - The school gates will be locked at 3.20pm and reopened at 4.15pm so that the site is secure.

Club expectations

All staff must follow the school procedures for the following when running an after-school club:

- The procedures in case of a fire or lockdown
- Rules for moving around the school building
- Arrangements for going to the toilet
- Expectations of behaviour

First aid

During after school clubs, a first aid bag should be present. There is a first aid bag in each classroom, and if the club is outside, the staff member will need to take the first aid bag with them. An accident form should be completed for all accidents and any head injuries require a phone call to parents/carers. There will be a qualified first aider on site at all times. If a pupil becomes unwell during a club, parents/carers must be contacted immediately and arrange to be picked up.

Safeguarding

Please refer to and follow our school Safeguarding and Child Protection policy for any safeguarding issues.

Related Whole School Policies

- Child protection policy
- Equal opportunities policy
- Health and Safety policy