



# Out Of Hours Policy

<i>Date of Review</i>	<i>September 2023</i>
<i>Date reviewed by Governors /trustees</i>	<i>2023</i>
<i>Cycle of review</i>	<i>3 years</i>

At Hallsville Primary School a variety of clubs (sports, music, cooking, craft and curriculum) are available across the year and all children are invited to attend clubs, both before and after school. Details of clubs that are running are available on the school website. There is a charge of £1/session for internally run before and after school sports clubs. Where there are clubs provided by an external organisation the cost may vary e.g. cheerleading.

### **School Clubs Procedures**

Club leaders (teachers, teaching assistant and coach run sessions) are responsible for arranging clubs in liaison with the Office Manager who co-ordinates the club timetable. The School Office Manager contacts all parents using 'School Ping' informing them of each term's clubs as well as any updates. Parents can use 'School Ping' to sign their children up for clubs, to confirm permission re: attendance, to notify the school about collection arrangements and for payments.

In the case of booster groups and tutoring, teachers contact parents via 'School Ping' where children are allocated places including communicating contact and collection arrangements. There is no charge for booster groups or tutoring.

Completed registers detailing attendance at each club session are kept in the school's google drive.

Club leaders are responsible for keeping a record of the number of pupils attending each club session on the classroom board, a flipchart or on a handheld white board if outside. **This is the attendance figure if there is a fire - it must be adjusted if a child leaves the club before the end time.**

Adults leading clubs are responsible for ensuring that they are familiar with the school's fire procedures and that in the event of a fire alarm these procedures are followed.

Club leaders are responsible for ensuring that they are familiar with the school's behaviour policy and maintain consistency in relation to the school's behaviour expectations.

To support safeguarding and ensure consistency re: expectations a member of staff accompanies children where clubs are run by external providers.

At the end of club sessions (other than music) club leaders escort children safely to the KS1 school reception area where they are released to an appropriate adult unless parents have given permission for children to go home unaccompanied. In the case of music clubs, club leaders escort children to the site entrance by the nursery to be collected by an appropriate adult.

Where Club leaders have a conflict of schedules and know that they will not be able to take their club they must ensure that they arrange for cover and inform a member of the Senior Leadership Team. Any children who have not been collected at the end of a club session must remain with the club leader who will contact home.

**We do not cancel school clubs.** If for whatever reason an adult cannot take or organise cover for their club they must seek advice from a member of the Senior Leadership Team/Headteacher before a decision is made.

Children are not allowed to be excluded from clubs without notifying the Headteacher.

*Year 5 and Year 6 children are offered clubs under the guidance of Y5 and Y6 teachers. This varies term to term.*