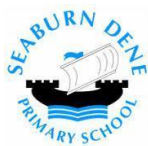


SEABURN DENE PRIMARY SCHOOL POLICY FOR AFTER SCHOOL CLUBS



“...we always try to be that little bit better.”

Link Governor: Julie Cattanach

Policy Author: John Howe

Policy Last Reviewed by Governors: November 2024

Date Ratified by Governors: 17th November 2024

Next Review Date: November 2026, or earlier if necessary

Responsibilities of Parents/Carers

Arrival and Departure: Parents bringing children for extra-curricular clubs (e.g., SAT booster sessions) should arrive no more than five minutes before the club starts.

Waiting Areas: Parents are welcome to wait in the designated area near the main school exit but should not enter classrooms or other school areas.

Travel Permissions for Y5/Y6: Written permission is required for Year 5 and Year 6 pupils to travel home independently after clubs. From November 1st to April 1st, all children must be collected by an adult.

Supervision of Siblings: Parents should ensure that siblings or other children they bring onto school grounds behave appropriately, do not damage property or equipment, and stay with them at all times.

Punctual Collection: Parents should arrive no earlier than five minutes before the club ends. Children must be collected on time; repeated lateness may affect the child's ability to continue attending the club.

Responsibilities of Pupils

Behaviour Standards: All club participants are expected to follow the school's behaviour code, consistent with expectations during the school day.

Remaining in Designated Areas: Pupils must stay within the club area at all times, except for brief and sensible visits to the toilet.

Collection Protocol: No pupil who is typically picked up should leave the school grounds until their parent/carer arrives.

Changing Arrangements: Pupils who need to change into PE or gymnastics clothing will do so in a supervised, designated classroom, with separation for boys and girls.

Consequences for Misbehaviour: Pupils who are unwilling or unable to follow club rules may be subject to the school's behaviour management system and may not be permitted to attend future sessions.

Responsibilities of Club Leaders/Staff Members

Each club leader or staff member is responsible for:

Safety and Security: Ensuring the safety and security of all children in their care.

Club Management: Running their club independently and upholding high standards of behaviour in line with Seaburn Dene Primary School's Behaviour Policy.

Additional protocols for fee-based clubs:

- **Timeliness:** Clubs must start on time. Club leaders should arrive before 3:30 pm to meet children as school ends.
- **Registration:** Staff will receive a list of students attending clubs each day. No child on a club list should leave with an adult other than their parent/carer. If a parent arrives early, the child should wait at the office under staff supervision.
- **Supervision:** Club leaders must supervise children at all times. Pupils should only leave the club room to visit the toilet, one at a time.
- **Dismissal:** After physical activities, children will be supervised by the club leader until lined up for dismissal by a staff member in the main school yard.
- **End of Session:** Staff members are responsible for waiting with children at the designated exit until all are collected. If a parent/carer has not arrived within 10 minutes of club end, the leader should call the parent and stay with the child until they arrive. Any instances of lateness will be logged according to the school's safeguarding procedures.
- **Cancellation:** If a club is cancelled, the school office will notify parents at least 24 hours in advance through text message or Class Dojo. Office staff will handle the printing and distribution of any notices unless the club is led by a staff member.

Related Policies

- Arrivals and Departures Policy
- Behaviour and Discipline Policy

Inclusion Statement

At Seaburn Dene Primary School, we are committed to offering an inclusive curriculum to ensure the best possible progress for all of our pupils whatever their needs or abilities.

Pupils have Special Educational Needs if they have a learning difficulty which calls for special educational provision to be made for them. Pupils with a disability have special educational needs if they have any difficulty in accessing education and if they need any special educational provision to be made for them, which is anything that is additional to or different from what is normally available in schools in the area.

At Seaburn Dene Primary School we undertake the duties, including in relation to this policy:

- Not to treat disabled pupils less favourably for a reason which relates to their disability
- To take reasonable steps to avoid putting disabled pupils at a substantial disadvantage
- To do our best by all disabled members of our school community in relation to the requirements of this particular policy

Equality & Diversity Statement

Seaburn Dene Primary School fully recognises its duty to comply with equality and diversity legislation, and its Gender Equality Scheme sets out the school's aims in relation to equality and what it will do to ensure that equality is fully embedded in practice. The school fully acknowledges its responsibilities in terms of equality issues in relation to gender, age, race, disability, religion or belief, sexual orientation and gender reassignment, including in relation to this policy.

Seaburn Dene Primary School is firmly committed to equality and diversity, and when carrying out our functions, we shall have due regard to the need: to eliminate unlawful discrimination and harassment; to promote equality of opportunity between men and women.

This Policy should be read in conjunction with the School's Child Protection Policy.

