

Policy: Extra-Curricular Policy
SACC approval: June 2025
Ratified FGB: July 2025
Review: July 2028

Holy Trinity Church of England (VA) Primary School



Believe • Achieve • Inspire •

Extra-Curricular Policy

SCHOOL VISION

Our vision is for our pupils to flourish in an inclusive, inspirational place of learning where we are happy, respectful, kind and safe.

At Holy Trinity Church of England Primary School our Christian vision shapes all we do.

*"I know that there is nothing better for people than to be happy and to do good while they live."
Ecclesiastes 3:12.*

- we facilitate opportunities so every child can flourish in a place where they feel **safe, happy and confident**.
- staff **well-being** and professional development is valued and supported in order to fulfil their roles, **inspire** others and experience personal **fulfilment**.
- the school provides facilities that enables our pupils to reach their potential in an **optimum learning environment**.
- the **school plays a central role within our community** and enjoys strong **links with the church, local companies and other schools**.
- we create a culture of vigilance to **safeguard** all children.

*'I know that there is nothing better for people than to be happy and to do good while they live.'
Ecclesiastes 3:12*

Statement

The children at Holy Trinity Primary School have a core entitlement to a full curriculum and wherever possible, we make this broad, interesting and relevant. However, there are areas of learning that are not within the scope of the usual school day but which we recognise as being beneficial to our children. We aim to offer these extra opportunities through various types of provision delivered by school staff, external providers and independent clubs — all with a view to increasing the range of experiences that children have, enabling them to make informed choices for adult life.

The Aims of the Policy

By encouraging extra-curricular activities, we intend to:

- enable children to sample from a range of activities and pursuits that will help them choose leisure activities for later life
- enable children to have fun and enjoy a broad range of activities
- enable children to extend their enjoyment of particular areas of learning through more in depth study and activity
- encourage children to develop friendships between age groups, and work together cooperatively

Types of clubs

Our extra-curricular activities fall into the following categories: Lunchtime activities or Activities outside the school timetable.

- Lunchtime activities led by a Club or the School: These usually run for 30 minutes of the child's normal lunchtime break.
- After school activities by School Staff: After school activities run by school staff will be at the discretion of the member of staff involved and parents will be informed of timings and options.
- After school activities led by Outside Providers: Activities by outside providers will be at the discretion of the provider and parents will be informed of timings and options.

An up-to-date list of current clubs is available on the [school website](#).

Parent/Carer Responsibilities

- Please make sure your child is registered for the club prior to the start date at the beginning of each term. Permission slips must be completed prior to any child attending a club.
- You must complete club paperwork ensuring the club leader has up to date emergency contact details and information regarding medical needs or special arrangements.
- Please make sure all children are collected promptly from the club at the end of the session.
- Contact the club if your child is off school or unable to attend on the day.

School responsibilities

- Staff will check pupils are registered for a club prior to sending them off.
- Children will be given time and support to get ready for clubs where they are required to change.
- Children in KS1 and EYFS will be handed over to club leaders each session by an adult.
- Children in KS2 will be asked to make their way to the club they are registered for at the end of the school day. If there is an accident before the pupil arrives at the club, the school will deal with it.
- All children will be asked to take all their belongings with them to the club.
- Headteacher may invoke appropriate consequences from the school's Behaviour Policy, including suspension from a club for a stated period of time, if necessary.

For safeguarding, child safety and school handover it is important to recognise that children cannot turn up for a club without registering first. Parents will be contacted by the school to clarify their child is not registered and need to be collected. If spaces are available, the parent will need to agree to terms and conditions of the club and provide emergency details. Spaces will only be offered at the club leader's discretion.

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Ecclesiastes 3:12

Procedures

All after school club providers will follow their own policies (e.g. Safeguarding, Behaviour etc). If the club is provided in a lunch time, they will follow school policies.

School will provide information about pupils that are relevant to Club providers as needed. Club providers will reciprocate this information back to school if needed.

After-school activities usually run from 3.15pm to 4.15pm and staff must arrive on time, sign in and be ready to receive children.

A register must be kept for each session of all children attending along with contact details and any medical needs. A member of school staff should be available for the duration of the club in case of emergency and to assist. All club staff must have completed a DBS check and these must be logged on the school's single central register. Pupils are ticked off the register when collected by the parent/carer.

If an afterschool club is cancelled, it is the club leader who is responsible for informing all parents and carers. They should also notify the school office staff as soon as possible. Club organisers should be kept informed of any child who is unable to attend the club on any given occasion and they should also alert the office if any child does not attend and is not accounted for.

There will be a maximum number of places on offer and school reserves the right to withdraw the privilege of attending a club should there be a breach of rules by a child or parent/carer. A selection of clubs, run either by school staff or external providers, will be offered and all children will be given the opportunity to attend.

Equal Opportunities

The school offers appropriate and age related clubs across the school, where barriers to children participating exist, we try to overcome these by:

- Running lunchtime clubs for those children who have difficulties accessing clubs after school.
- Ensuring a member of school staff is always on site to support children with special needs should an issue arise.
- Addressing any other special needs that might require adaptation of the school environment.
- Offering each child the opportunity to attend a club. All club leaders are required to keep a list of children with special needs and health issues. Special arrangements may need to be made for these children in discussion with the school leadership team.
- No child should be turned away from a club because of race, religion, gender, medical or SEND.

Health and Safety Considerations

All club leaders should ensure that every half-term there is a reminder about:

- Procedures in case of a fire.
- Rules for site boundaries and moving round the school building — particularly arrangements for going to the toilet.
- Behaviour expectations.
- Arrangements in case a club has to be cancelled.
- The expected duration of the club and any other details (resources, kits etc).

All club leaders should also ensure that:

- They have all medical details and contact numbers for children attending the club.
- They are familiar with the school's Health and Safety Policy.
- They can manage pupil behaviour and deal with incidents as they arise.

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Ecclesiastes 3:12

- They have up-to-date permission slips from parents, including agreed arrangements for travelling home.
- They have completed, and submitted to the school leadership, the appropriate risk assessment for their club.
- DBS checks have been completed on all club leaders who come on school site.
- They are clear about the expectations of the school regarding their role as a professional.
- Procedures are followed.
- They can contact parent/carers if necessary.

Charges for Clubs

The cost of clubs is kept to a minimum. Some clubs run by school staff may charge for the cost of consumable items, e.g. a charge for each cookery session to cover the cost of ingredients. However, any parent who would like their child to attend a club but is unable to for financial reasons can approach the school, which will consider their application sympathetically and may be able to offer support. Outside providers of clubs operate their own charging policies. On allowing the club to use the premises, the school will consider the cost to pupils and its financial accessibility. In some cases, a subsidy might be made available at the discretion of the Governing Board.

Where outside providers are charging parents, it is expected that the costs to be incurred will be made clear before parents agree to children attending the club.

Club leaders are responsible for providing their own resources unless prior permission has been granted by the office staff to use school equipment.

Complaints Procedures

- If the parents or carers have a concern about a club, the parent should raise their concern with the club provider directly in the first instance. They should also complete Appendix A (Concern Form) to inform the Headteacher of their complaint. The club provider will follow their own Complaints Procedure to process the complaint.
- If the matter remains unresolved, the Headteacher will investigate and decide next steps. This may include the club being temporarily suspended or permanently cancelled by the Headteacher.
- If the club leader has a concern, they should speak to the Holy Trinity staff member on site or the office staff.

Linked Policies

Other policies that should be referred to and can be copied include;

- Health and Safety Policy
- Equal Opportunities Policy
- Lettings Policy
- Safeguarding and Child Protection Policy
- Medical Needs Policy
- Incidents and Accidents Policy
- Behaviour Policy

This policy was adopted by Holy Trinity CE Primary School and agreed by the Standards, Achievements and Curriculum Committee and ratified by the Full Governing Board.

Approved by.....on behalf of the School Governing Board.

Signature:.....

Date:.....

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Concerns Raised by Parents to the Club Provider (FAO of Headteacher)

Pupil Name:	
Date:	
Club:	
Details of concern raised and date of concern raised: 	
Headteacher signature:	
Date:	

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Club Providers to complete and hand to office staff

Club:	
Date:	
I acknowledgment receipt of Holy Trinity School's Extra-Curricular Policy	Club Provider signature:
School has received copies of relevant policies from the Club Provider (Behaviour Policy, Safeguarding Policy, Health & Safety Policy, Complaints Policy as minimum).	Holy Trinity Office Staff signature:

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