



Extra-Curricular Activities Policy

March 2025

Approved by the Governing Body Strategy Group 06/03/25

**This Policy is due for renewal in Term 4
2027–28**

EXTRA CURRICULAR ACTIVITIES POLICY

OF

GODINTON PRIMARY SCHOOL

Godinton Primary School encourages our children to participate in a wide range of extra-curricular activities. We believe that these experiences enrich our children's education and give them the opportunity to develop new skills. The majority of extra-curricular activities that we offer are organised and run by school staff, however a small number of activities are run by external providers.

SECTION ONE: CLUB TIMETABLE

A club timetable is produced termly (6 times a year) It provides a menu of extra-curricular opportunities for children in different year groups and assists parents in planning the activities that their children are able to participate in. The timetable is also available on the school website. The school monitors the timetable and aims to arrange a variety of activities for each year group. We encourage the children to put forward ideas for the after school clubs run in the school.

SECTION TWO: ORGANISATION

School staff volunteer to run extra-curricular activities. We encourage all teaching staff to offer at least one extra-curricular activity during the course of the school year which will run for four terms. Support staff are also able to run extra-curricular activities and are paid for doing so. Activities relating to physical activity are funded through Sports Premium. All clubs have a designated organiser, who will arrange the activities for each session.

Clubs are able to run before or after school.

Some extra-curricular activities are run by external providers approved by the school. All external providers have to ensure they can meet certain criteria before running activities on the school premises e.g. secure safeguarding arrangements are in place, first aid provision is in place and DBS checks have been completed.

Sometimes extra-curricular activities are arranged for specific groups of children who will be invited to join, such as children taking part in a particular event or project.

2 members of staff will be on site for all extra-curricular activities.

A first aider is on site for all activities run by the school. When external providers run extra-curricular activities, they are responsible for ensuring their own first aid measures as

part of their agreement with the school.

SECTION THREE: PARTICIPATION

The parents of children wishing to participate in a club must return online registration form set up via Microsoft Forms. Links to these forms are put into the termly club timetable.

Some clubs will have a limited number of spaces available. If the number of children exceeds the limit, a waiting list will be set up. If demand is especially high, membership may be rotated on a termly basis. When interest exceeds the number of places available, members will be selected at random by pulling names from the hat. Minimum numbers will apply for clubs to continue to operate.

Godinton Primary School is committed to ensuring equal opportunities for all children, and no child will be restricted from participating on any grounds other than availability of places.

Clubs run by school staff are free. Voluntary contributions may be asked for to purchase consumable resources such as cooking ingredients. The school may consider using pupil premium funding to assist but this is at the Headteacher's discretion. Sports funding may be used to provide some additional opportunities for children.

SECTION FOUR: RESPONSIBILITIES

4.1 The School's responsibilities are to ensure that:

- Clubs operate within the school's risk assessment for extra-curricular activities;
- There are at least two members of staff present on the school site, during all club activities;
- Any external providers have completed any necessary DBS checks and have due regard for safeguarding procedures as outlined in the school's safeguarding policy;
- Public Liability Insurance is in place to cover the approved activities that are organised;
- A first aider is on site for the duration of the club;
- Inform parents if a club is cancelled. This is either by letter if advance notice is possible, by message on the school answering machine if a club is cancelled due to bad weather, or by text message if a club is cancelled on the day due to unforeseen circumstances.
- They will ring parents if a child does turn up at an after school club.

4.2 The Club Organiser's responsibilities are to ensure that:

- Children are appropriately supervised throughout the period of their attendance at the club;
- The health and safety of children attending the club is prioritised;

- A register is taken at the start of every session. The school office will ring the parents of any children who fail to turn up for the club;
- Online registration forms are completed by parents for each club. These forms must state whether parents will collect their child from the school site at the end of the session or whether their child will leave the school site unaccompanied. The club organiser must ensure that these arrangements are acted upon.

4.3 Parent's responsibilities are to ensure that:

- Permission slips are completed and returned;
- Children are collected promptly at the end of a session;
- Children are suitably attired for the activity (e.g. supply correct PE kit for sports clubs)
- The school is notified if their child is unable to attend a club on a particular week.
- Provide the school with up to date contact details.

4.4 Children's responsibilities are to ensure that:

- They behave in the same way that would be expected of them during normal school hours;
- They commit to regular attendance at the club;
- Arrive punctually for each session;
- Inform the club leader if they no longer wish to attend in writing (age dependent).

SECTION FIVE: CHILDREN IN CARE

We encourage all pupils to participate in extra-curricular activities, and will support any Children in Care with participation in school clubs.

SECTION SIX – EQUALITY STATEMENT (Refer also to specific policies for equal opportunities and racial equality)

At Godinton Primary School, we are committed to ensuring equality of opportunity for all members of our school community irrespective of race, religion or belief, gender, gender reassignment, disability, sexual orientation, age, pregnancy or maternity, marriage and civil partnership or socio-economic background. We are determined to develop a culture of inclusion and diversity in which all those connected to the school feel proud of their identity and ability to participate fully in school life.

We tackle discrimination through the positive promotion of equality by challenging stereotypes and by creating an environment that champions respect for all. At Godinton Primary School, we believe that diversity is a strength that should be respected and celebrated by all those who learn, teach and visit us.

All school policies have an explicit aim of promoting equality and will be reviewed in terms

of their contribution and effectiveness in achieving this aim.

SECTION SEVEN: MONITORING AND REVIEW

This policy is monitored by the Headteacher and reviewed every two years.