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September 2016	September 2018		September 2021

Marlborough St Mary's CE Primary School



MARLBOROUGH
ST MARY'S
PRIMARY SCHOOL

Extra-Curricular Activities Policy

Together we believe, learn and achieve

Marlborough St Mary's CE Primary School Extra-Curricular Activities Policy

Introduction

Marlborough St Mary's is committed to offering quality out of school provision with a varied and comprehensive range of extra-curricular activities.

Aims

- To learn new skills
- To begin to develop a lifelong interest in sport, music, art etc.
- To encourage health and exercise
- To develop self confidence that will enhance academic progress
- To promote teamwork, alongside a sense of discipline and responsibility
- To increase children's self-esteem through participation in sport, music, art etc.
- To encourage personal development through participation and achievement.

Supervised Activities and Clubs

The school offers or signposts a comprehensive range of extra-curricular activities, and this policy covers those services which the school itself provides. The list of activities and times is made available to parents each term. Most activities take place on the school premises, although there may be occasions when they occur outside the school. Parents will be informed and permission sought when this is necessary. Clubs and activities are often run by school staff. Some, mainly paid for, activities are run by non-school staff where a particular skill is required to run the club. In such cases visiting staff have been subject to the usual clearance procedures and given authority by the school to offer the activity.

Most activities take place at lunch time or directly after school.

Staff running clubs remain responsible for the children attending the activity until they are collected by parents or a named adult. Under no circumstances will children be allowed to wait outside the school unsupervised before collection by parents or sent home with an unauthorised adult. **If a parent delegates responsibility for collecting their child to another adult or gives permission for their child to walk home unaccompanied then they must put this in writing.**

Health and Safety

The school will take steps to ensure that hazards to children on the premises, both inside and outside, are minimised. The School Health and Safety Policy outlines the procedures that operate in the school. Risk assessments are conducted as required

Staff working in the kitchen area are expected to comply with regulations regarding food safety and hygiene and one member of staff is required to have completed a Food Hygiene course and achieved the necessary recognition.

A First Aid box complying with the Health and Safety (First Aid) Regulations 1981, the contents of which are checked frequently and replaced as necessary by a designated member of staff, is available to clubs at all times.

Children who are ill, or who have infectious diseases, are not permitted to use the clubs. Parents will be informed immediately if children are ill.

The school is a no smoking area.

Food and Drink

Fresh drinking water is available to children at all times.

Where food is provided, parents are asked to inform the school of any special dietary requirements, preferences or food allergies the child may have.

Equal Opportunities

A Single Equalities Policy details the school's procedures and is consistent with current legislation.

Special Needs

The school's Special Educational Needs Policy outlines the school's provision and approach for children with additional needs

Behaviour

Behaviour management and Anti-Bullying procedures are detailed in the school's Behaviour Policy.

Physical intervention is discouraged. Please refer to separate guidance policy on the Use of Force to Control and Restrain Children.

Child Protection

A separate Safeguarding and Child Protection Policy details the school's procedures. There is a guidance policy on physical contact with children.

Communications to Parents

Communication with parents follows the schools usual procedures and parents may contact the school office on 01672 513101

Registration for the Clubs

Parents are required to register for use of all after school activities. An attendance register will be maintained at all clubs.

Related Policies and documents

Special Educational Needs Policy

Health and Safety Policy

Single Equalities Policy

Behaviour Policy

Use of Force to Control and Restrain Children

Child Protection Policy