



# Eton Porny C. of E. First School Procedure Document

## EXTRA-CURRICULAR/EXTENDED SCHOOLS PROCEDURE

<b>Category:</b> N/A	<b>Approved by Head Teacher:</b> <i>Katherine Russell</i>
<b>For Review By:</b> Headteacher	
<b>Review Schedule:</b> As required	
<b>Next Review Date:</b> As required	

### Extra-Curricular/Extended Schools Procedure

#### Rationale

At Eton Porny First School, we believe that extra-curricular clubs can help to enhance a child's learning and enjoyment at school. It can help children to acquire and develop new and existing skills, and can expose children to activities that they may not otherwise encounter.

#### Clubs Offered

Prior to the start of each term, parents will receive a full listing of clubs and booking instructions. The clubs schedule will also be announced during whole school assembly and outside providers may be invited to do demonstrations.

#### Joining Arrangements

Parents of children who are interested in joining any of the clubs must follow the relevant booking instructions, either direct online with the provider or via the school office.

#### Registration

At the start of each session a register will be taken by the club leader. The register will clearly record:

- Whether a child is in attendance or absent.
- Details of who can be expected to regularly collect each child.
- Medic alert information if relevant

#### Attendance

It is expected that a child will commit to membership of the chosen clubs. Parents will need to contact the club organiser directly to discuss or inform them of any changes or absences.

#### Cancellation

If a session needs to be cancelled on the day itself e.g. due to the unexpected illness of the club leader, the school will notify parents by phone or text and the children will follow standard end of school collection procedures. Should a session be cancelled at the last-minute e.g. due to adverse weather conditions, the club leader/school will supervise the children until all children have followed the arrangements agreed with parents.

**Supervision and Safety**

The club leader, supported by a member of school staff, will ensure that all children leave the building safely as per the arrangements agreed with parents. Parents are to pick up children at the school main entrance at the time of the club finishing - parents/carers must ensure they are on time for pick up.

Siblings of children attending clubs are to be collected as usual at the end of the normal school day. Neither the school nor the club organiser is responsible for the supervision of siblings during the club session.

**Behaviour**

Outside providers have the right to ask children to be removed from the club if they feel that behaviour is unacceptable or inappropriate. Parents/carers will be contacted directly by the club provider and/or the school if necessary. Although a member of Eton Porny First School will be on the premises during extended schools activity, the club leader has overall responsibility for the club and will therefore make the decision on behaviour and attendance.

Children are expected to behave in an appropriate and acceptable manner in relation to the school behaviour policy. Children and parents/carers are responsible for behaviour during extended school clubs. Parents must ensure their children are aware of appropriate behaviour during these sessions.

All club leaders are DBS checked in line with our Child Protection and Safeguarding Procedures.