

St. Andrews International School Samakee

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After School Club / ECA Policy

St Andrews teachers are required to lead at least one club each term

In August each year, Samakee hosts an After School Clubs Freshers Fayre for families to see what clubs are on offer for children at Samakee. During the Fayre, Club Leaders are in school to promote their clubs and what they do. Representatives from the clubs give out flyers and or answer any questions children and parents may have about their club.

Club Leaders

Where the school club leader(s) are school employees they have the general responsibility as indicated in the school Health and Safety Policy. They will need to ensure that:

- They produce an outline of the proposed club which identifies what is to be covered, who is to run the club and any health and safety issues.
- When the club is in operation they know who is present and that those attending have been briefed on health and safety issues.
- Any equipment used by the clubs is in good repair and used in accordance with the health and safety guidelines.

Club Leaders (Volunteers/External Providers)

Club leaders, who are not employees, are treated in a similar way to employees, as stated within the school Health and Safety Policy.

External provider club leaders will additionally need to:

- Produce an outline of the proposed club which identifies what is to be covered, who is to run the club, when it is to run and any specific Health and Safety issues.
- Provide details, in the form of a competency statement, to the School Office Manager of the knowledge and training or information and other qualities that make them competent to be a club leader.
- Ensure, that when the club is in operation, that they know who is present and that those attending have been briefed on health and safety issues.

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Club Duration

- Clubs commence during the third-week Term 1 and continue through the last week of November. Term 2 clubs third week and continue through to the last week of May.
- Clubs do not take place on special event days such as Parent Consultations, International Day etc. Please check Club Sign Up published termly.
- Some afternoon activities are run off-site by teachers and or by outside agencies and may finish at a slightly later time, for example, Climbing and Badminton.
- All clubs on-site must start and finish promptly at the specified time. The teacher in charge has the same duty of care as at the end of the school day. If a child is regularly not collected on time at the end of a club, this child could be prevented from remaining in or joining a club.
- Bus children are directed by duty staff to the school bus.
- Parents are responsible for (or making arrangements for) the collection of their child/ren at 3:30 pm.

Registration Information

- Registration takes place during the second week at the beginning of each term one and two.
- Some clubs have limited spaces and therefore, places will be given on a first-come first-served basis.

Refunds

- We welcome teachers from other educational institutions to lead some clubs and they are paid on a termly basis, for that reason once enrolled there can be no refunds for these classes.
- Refunds will be given for under-enrolled classes.

Suitability

- The ages recommended for clubs may be flexible and will be decided on a case by case basis according to individual needs.
- The clubs enable children to work in mixed-age groups.
- Class teachers are responsible for advising parents if they have concerns about the suitability of clubs for their child.
- All club leaders will be advised of children with special needs and health issues who are participating in their club. Special arrangements may need to be made for these children in discussion with the school leadership team.
- Class teachers are responsible for identifying children who may need extra support in some areas of the curriculum and would benefit from joining a Learning Lab or more physical clubs etc.

Recording and Reporting

- The club leader and or representative may take the register in the Samakee Hall or as agreed before the club begins and return the register to the school office at the end of the session.
- If a child does not attend an activity or a club for three weeks running (without reason), they will be removed from the register and parents/carers will be informed.
- If a club leader fails to appear at the designated time please inform the school office as soon as possible so that alternative arrangements can be made.

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Getting to the Activity

- Class teachers or TAs will escort Kindergarten/Reception Children to their activity after all other children have been dismissed, late pick-ups may be left in the care of the staff on duty in the Holding Room (Hall or Music Room).
- Upper KS1, KS2 & 3 children gather for their activity in the Samakee Hall for registration at the assigned table between 2:30-2:40 p.m or as agreed.
- Children proceed to their club location in a sensible manner with their Club Leader at 2:40pm. Lower KS1 and EYFS children will need extra help.
- To avoid unnecessary delays getting on the bus, children attending an off-site club will meet at the agreed meeting point - Basketball Court or Sala with their kit.

Disciplinary Policy/Procedures

- In the event a child causes disruption during a club, the class teacher or headteacher must be informed immediately so that appropriate action can be taken.
- Any child who persistently misbehaves or disrupts a club will be removed from the register and parents/carers will be informed.

Class Dismissal Procedures

- All children should be collected at 3.30 pm by an adult or carer.
- It is the responsibility of the activity leaders to ensure that all children are accounted for at the beginning of the session and met by an adult at the end of the session. This may be the child's carer or the staff on duty in the hall.

Resources (applies to afternoon activities led by St. Andrews staff only)

- All activity leaders put in a written request for resources as appropriate.
- Activity leaders are responsible for looking after their own resources and tidying up after each session.
- Resources are kept and maintained by the activity leaders.

Health and Safety

- The named activity leaders will be responsible for ensuring the safety of everyone during their activity.
- Safe use of equipment, tools and storage is paramount in all activities.
- Use any equipment in line with safe practice identified and report defects in accommodation or with equipment to the School Office Manager or other designated person.
- The activity leaders need to be familiar with emergency procedures for the room they are in.
- Registers are taken at the beginning of every activity and any child missing is located.

First Aid

- Outside providers are made aware of the location of the school nurse.
- All accidents/bumped heads must be reported in the school accident book kept by the school nurse.
- Club leaders are responsible for calling parents of children in their club in an emergency. (Parent/carers contact details can be obtained at the school office.

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In the event of a fire

- In the event of a fire or emergency alarm, the club leader and the children will go out of the correct exit for their room and assemble at the approved meeting point outside. It is the responsibility of the activity leaders to take their register with them to ensure the safety and presence of all the children on the role.

School Policy that may concern group leaders

- At St. Andrews we have a **NO NUT** policy and nut products are not allowed on the premises.
- We have a **No Sweet** policy and group leaders are requested to refrain from giving sweets to the children.
- Items such as swords or guns are not permitted in school.

Complaints Procedure

- If the school has a concern about a club, the Headteacher will raise this with the club leader.
- If the matter remains unresolved, the club organiser will not be allowed to run the club the following term.
- If the club leader has a concern, they should speak to the Headteacher.
- If a third party complains, the Headteacher will deal with the complaint and attempt to resolve the situation.
- If this is not successful, the concern will be dealt with in accordance with the school's complaints policy.

Has It Been Successful?

The quality of the extra-curricular activities will be monitored by the relevant coordinator/leader within the school. There will be a feedback Google Form available at the end of each session for teachers. There will also be a feedback form where parents/carers and children will be able to express their view about the club, put forward ideas for new clubs, and suggest providers for clubs.

A copy of this policy is available on request and can be found on the school website.

Linked Policies

Other policies which should be referred to include:

- Health and Safety Policy
- Inclusive Education Policy
- Behaviour Policy