

# WHITGREAVE PRIMARY SCHOOL

## After-School Club Strategy and Guidelines



**September 2018**

**Reviewed by Mrs Guest - Deputy Head Teacher**

# After-School Club Strategy and Guidelines

## Vision and Aims

At Whitgreave Primary School, we aim to provide a range of After-School Clubs (ASCs), for our children. We aim to meet the needs of the children, by providing Clubs that they wish to participate in and we also offer a range of Clubs, to enrich the school's Curriculum.

ASCs are offered to all children from Year 1 to Year 6, on a termly, on-going basis. However, some Clubs are also offered to parents/carers, where appropriate. For example, Family Club, Let's Get Cooking.

We aim to ensure that ALL of our ASCs are fun, exciting and well-resourced, so that the children enjoy attending and are happy and content.

In the main, our ASCs are planned and delivered by members of staff within school, however, there are occasions whereby Clubs are delivered by outside providers.

## After-School Club Survey

At the beginning of each academic year, a survey is carried out by each Class Teacher, to ascertain the needs of the children, in terms of what Clubs they would like to be offered within school.

The results of this survey are then forwarded to Mrs Guest, who is responsible for the ASC provision within school. This data is then utilised, to identify the provision to be delivered during the academic year.

## Setting up an After-School Club

- The After-School Club Leader, (ASCL), utilises all available information, to 'map-out' provision across school, recording all information on the School Diary. This supports and aids communication within school, as all staff have access to this system and are therefore, fully aware of what provision is being offered, in which Year Groups, who is delivering it, when it is taking place and at what time etc.
- At the beginning of each academic year, the ASCL utilises all relevant information regarding Clubs to be offered each term and produces a termly 'ASC Newsletter'. This

Newsletter informs parents and children of all the Clubs to be offered, what each Club is about, who will be running it, when it will take place and where etc.

Included within this Newsletter, is an 'Expressions of Interest' section, so that parents can discuss options available with their son/daughter and tick which Clubs their child would like to attend. This page is then returned to the School Office, whereby this information is collated, in date order and forwarded to the ASCL.

- The ASCL will then allocate places, on a first-come, first-served basis, providing lists to each individual Club Leader. Parents are informed and a general consent form is sent home, for parents to complete, by the Club Leader. This consent form includes information on medical issues, which must be adhered to at all times. **A qualified First Aider is available, on school premises, for the duration of the Clubs, from 3.10 pm until 4.15 pm. Any medical issues should be referred to Mr Moreton or Mr Guest, unless a member of staff delivering a Club is a qualified First Aider themselves.**
- Resources must be organised in advance of each session being delivered. If staff require any further resources, then a meeting should be arranged with the ASCL to discuss this.
- A Risk Assessment is then completed by the member of staff responsible for delivering the Club. A copy of this is forwarded to the ASCL.
- All Club Leaders need to set up a register, at the beginning of each Club, with a copy being sent to the ASCL. It is important that this register is kept up-to-date, so that attendance and impact can be analysed.
- Each Club Leader should also set up a 'Comments Book', whereby comments from children, parents and staff can be recorded, on an on-going basis, to further support the development of impact studies and data analysis.

For example, it may be that a member of staff comments on an improvement in a child's Art techniques within lessons, due to their attendance at 'Art Club'.

- Each Club Leader should also collect evidence in the form of photographs of children/parents participating within the Club, etc., as long as school has permission to do so. All photographs should be stored on the Shared Area within school, so that they can be accessed by the ASCL.
- During the last session of each Club, time should be spent on evaluating the provision, with the children. This could be carried out by the completion of a simple evaluation form, where appropriate, or by asking the children a series of questions about the Club. For example, 'What did you like best about attending Cookery Club? Why? What would you

like to do next time? How would you suggest we improve Cookery Club?' This data will then be utilised in the completion of an 'Impact Report'.

- Once the last session has taken place, copies of completed registers and copies from pages in the 'Comments Book', should be forwarded to the ASCL.
- Any issues/concerns that arise during the duration of a Club, should be referred to the ASCL or another member of SMT.

### **Dates, Times and Locations**

All Clubs run for a set number of weeks. Start dates and finish dates are plotted on the School Diary, on a termly basis, by the ASCL.

All Clubs begin straight after school, (3.10 pm for pupils in KS2 and 3:20pm for pupils in KS1), and run until 4.15 pm. Children should be dismissed via the main School Reception doors, at 4.15 pm, unless otherwise agreed with ASCL. Some Clubs may be dismissed via other exits, where there are a number of Clubs taking place on the same night.

Classrooms and all other bases utilised for Clubs, **must be tidied up after each session** and left in an appropriate manner.

### **Budget Implications**

The ASCL maintains overall responsibility for managing the Extended Services budget. Staff requiring any resources to support the delivery of a Club, must arrange to meet with the ASCL, in order to gain permission, before making any purchases. The appropriate Purchase Requisition must be completed, in advance of any purchases, in line with the school's Financial Procedures. Purchases made without the prior agreement of the ASCL, will not be reimbursed.

### **Impact Reports**

The ASCL has the responsibility of developing an 'ASC Impact Report'. This Report celebrates successes and details information regarding what has taken place in each Club, it includes photographs, captions, attendance information, comments made by children, parents and staff and any other relevant data. This Report will be presented to the HT, Governing Board and all staff, on a termly basis.

### **Outside Providers**

All ASCs delivered by outside providers, are delivered by fully qualified providers, with full DBS clearance. A Single Central Record is kept by the School Office, which clearly details all relevant information.

The School Office will provide all outside providers with a copy of the school's Health and Safety Policy, along with the Emergency Action and Closure Policy. All ASC providers must ensure that they are familiar with these statutory Policies and that they know their responsibilities in the event of an emergency situation.

### **Monitoring of ASCs**

Monitoring of the school's ASC provision, will be carried out by the ASCL, on an annual basis. Overall strengths will be identified, along with areas for further development. This will be reported to SMT, staff and Governors, in line with the school's Monitoring Cycle.