

Corinthian Primary School

Policy for Extra-Curricular Activities

POLICY FOR EXTRA-CURRICULAR ACTIVITIES

Corinthian Primary School offers a wide range of extra-curricular activities for the children. The philosophy of the extra-curricular 'clubs' pertains to the aims and philosophy of Corinthian Primary School. In particular, we are seeking to:

- ◆ develop a child's full potential
- ◆ increase social awareness, social skills, group responsibility and empathy
- ◆ foster individual talents and interests.

As a school, we realise the many benefits of providing extra-curricular activities.

- ◆ Children from different age groups share ideas, skills and experiences. They meet other children who are not necessarily in their peer group, and so widen their social horizons. Children build relationships with staff (teaching and non-teaching), whom they would not normally meet during the school day.
- ◆ Staff (teaching and non-teaching) have an opportunity to meet, and work with, children from several age groups.
- ◆ Staff and children can expand their interests, expertise and experiences by sharing these with others. At the same time, other members of the school community discover new interests and try out unfamiliar skills and experiences.
- ◆ There are opportunities for all members of the school community to be together. Some clubs involve children, teaching and non-teaching staff, parents, and other adult helpers and children.
- ◆ Children are offered a wider, richer range of experiences than is possible in the normal school day.

Extra-curricular activities begin in the autumn term and finish after the summer half-term break. Most extra-curricular activities in the form of School Clubs take place in the lunch break/after school. Children attending a lunch-time school club have lunch as soon as morning lessons end, and do not need to wait for their class's turn on the dinner rota.

School clubs meet in various parts of the school building and grounds. Sports clubs are planned for days when the School Hall is empty, in case the weather is bad. Club activities are not cancelled for bad weather, except in the case of a lunch-time club that occupies a classroom.

In the summer term, all staff may have the opportunity to suggest a club they would like to organise in the following school year, when it would be held, what age group(s) would be involved, and the optimum number of children. As far as practicable, clubs cater for a broad age range. All clubs are open to boys and girls. Clubs might change from year to year, depending on teachers' expertise and commitments. Staff collaborate to provide helpers for a club.

It is the duty of the Deputy Headteacher in collaboration with the club leader to co-ordinate all School Clubs and extra-curricular activities. The Deputy Headteacher collates the proposed clubs and times into a programme for the school year.

Once the year's programme is finalised, a letter is sent home with the children early in the autumn term, outlining the clubs that are available. Children may choose, in order of preference, clubs that they would like to attend. Parents return a pro forma to school that states their child's preferences and gives permission for the child to attend. The Deputy Head Teacher allocates places to clubs on a first-come-first-served basis. If interest in a club is limited, that activity does not take place and the Deputy Head Teacher offers the children another club.

The Deputy Head Teacher tells each child in which club he or she has a place and explains the code of behaviour. Children are usually able to attend their first choice. Children who are not able to join their first choice are offered a place in another club from their list. Waiting lists are drawn up for oversubscribed activities. Children who join the school during the school year will be offered any remaining places in a club. These children should see the Deputy Head Teacher for the programme and pro forma.

The Deputy Head Teacher draws up lists of club members and gives a copy to the School Clerk and to the staff running each club. Children should notify the club staff personally when they cannot attend their activity. Club organisers keep their own weekly attendance registers. Children who do not, or cannot, attend regularly will be expected to give their place to someone on the waiting list. This rule is invoked when a child has missed three club sessions without explaining their absence.

A club session might be cancelled for members of staff to attend meetings or a course. Club staff should give at least three days' notice. The Deputy Head Teacher is responsible for cancelling club sessions. A note is issued to each child's parents, notifying them that the club is cancelled. A copy of this notification is placed on the school clubs' notice board. No club can be cancelled at less than 24 hours' notice unless the staff member is taken ill. In this event, for after-school clubs, the School Clerk endeavours to contact the parents of all club members by telephone, requesting them to collect their children at the normal school finishing time.

Staff who lead school clubs may purchase resources for their club through the school ordering system, or may claim petty cash for small items against the receipt.

Lunch-time Study

At lunch, on separate days, pupils are encouraged to work in the Library with support from an LSA to complete homework tasks in Mathematics, English and Science.

During all extra-curricular and other after-school activities, the pupils are expected to follow the school's Code of Conduct, behaving well at all times. Parents are asked to collect their children on time.

Further Information

Useful Documents and Resources

BBC	www.bbc.co.uk/revisewise
DfES Support	Extending opportunity: a National Framework for Study 1998
DfES 1998	Homework: Guidelines for Primary and Secondary Schools
DfES	Our School your School: Community Use of Schools/ After-School Activities
DfES	Catch Up Training Material – KS3 National Numeracy Strategy