

Craven Primary Academy Extra-curricular activity policy for staff

Other academy related policies linked to this policy are: Education outside of the classroom policy

Date issued: 29/01.15

EAB approved:

Date reviewed:

Extra-curricular activities

Responsible committee - The EAB

Purpose

To ensure consistency in all after school activities to ensure the safety of all children

General Guidelines

- All staff to collect club registers from outside the main office on the day of the club
- All teachers to have a list of clubs to remind the children at the end of the day which club to go to. These children then remain in the classroom with a TA until all other children have left the school.
- They are then sent to the correct club.
- If a child misses 3 weeks of a particular club in a row, the admin team are to ring the parent to explain they are no longer on the list for the club. A follow up letter is then sent home, by the admin team, confirming this.
- Drinks and biscuits must be collected prior to the session.

Procedures for registering children

- Staff are to take the register as soon as all children are together.
- The registers are then sent to the office.
- **ADMIN** All children not at the appropriate club will receive a telephone call by the admin team to find out why a child has not attended.
- **ADMIN** Reasons for absence will be noted down on the registers.
- Registers are then to go back to the staff member running the club.
- All registers to be returned to the office at the end of the evening for record keeping.

Procedure for leaving clubs

- All children are to leave clubs from the main hall with the exception of Y6 boosters who leave from the Y6 door.
- No parents are to come into the hall to support children before the end of the club.
- If parents wish to speak to a member of staff they must wait until all of the children have left safely.
- **All staff must ensure that children leave with an appropriate adult before anything else is done. This is our main priority.**
- All parents/carers must sign children out on the appropriate register.