

Extracurricular Activities Policy

Purpose of the Policy

- To describe how the school delivers an Extra Curricular Activities service which is affordable, sustainable and of high quality.

Aims

Through our Extra Curricular Activities, we intend to:

- Provide opportunities for fun, enjoyment and learning through a range of activities.
- Encourage children to develop friendships between age groups and work together cooperatively.

Hours

- Extra Curricular Activities will take place during term time Monday-Friday starting at the end of the school day and closing at the time specified for each club.
- All spaces are subject to availability based on a first come first served basis..
- The clubs are open to children from Reception to Year 10 depending on the club requirements..
- Children will attend a registration class at the end of the school day, before the activity commences.
- KS2 children will make their own way to the club at the end of the school day, unless there is a need for an adult to accompany them.

Admission, booking procedures and payment of fees

- Registration via the Parent Portal must be completed prior to a child starting at the club.
- Emergency contacts and a password must be given before a child can attend the club to the venue/ activity
- To ensure a place the required day(s) must be reserved and paid for whether or not they are used, for a term.
- Fees will be invoiced termly.
- Confirmation of a place will be given once when registration has been completed correctly.
- A full term's club must be completed.
- Waiting lists will be run for over-subscribed activities.
- Fees must be paid via bank transfer to the school account.
- If a session has not been paid for, in advance, the child will not be able to commence the activity, and a member of staff will contact parents/carers to arrange immediate collection.

Absence

- If your child does not attend a session the full amount will still be charged. If your child is not in school due to illness you will not be charged if you have provided the school with an official medical note.

Venue

- Extra Curricular Activities are based at Wingate School and Parents need to collect their children at the time the activity ends.

Register and Collecting

- A register of children who attend Extra Curricular Activities is taken at the start of each session and in pre-registration.
- Parents will collect their child(ren) from the school gate. A member of staff will escort the children to the gate/ entrance.
- Staff will check who collected each child and only release children to authorised parents/ guardians as per each child's password.
- If a parent is unable to collect their child as arranged, they must arrange for someone authorised to do so instead.
- If someone else is collecting a child, the school office staff must be informed by telephone before 15.45 and the password should

be given by the parent to the person collecting the student.

- Each family will be given a password by the office to use when collecting their child.

Late collection

- If a student has not been collected at the end of the session, parents will be contacted in the first instance by telephone. The additional contacts that parents have provided will be telephoned in the second instance. If these contacts are unavailable after 30 minutes, the Police and Social Services will be informed.
- Staff will follow and record late collections.
- If a child is picked up late a charge of 5 euros will be made for every 15 minutes beyond the collection time. This will commence from the third time the child is collected late.
- We follow the Keeping Children Safe in Education "KCSIE" policies and children not collected from school/activities at the end of the day could result in Social Services involvement.

Snacks

- There will be time for children to eat a healthy snack, which they should bring with them, during the registration period at the beginning of the session.
- Fresh drinking water is available to the children at all times. No fizzy drinks, glass bottles or snacks containing nuts should be sent in.

Behaviour

- Children and staff are expected to follow the School's Core Values and British Values whilst attending the Extra Curricular Activities.
- The school's behaviour policy will be followed.

Health & Safety

- Staff must follow the Health and Safety, E-Safety, Safeguarding Policies and related documents to ensure the safety of all children.
- The procedures to follow in the event of a fire or evacuation are detailed in the Fire procedures for each venue.
- All staff must make themselves familiar with the above documents.
- In case of emergency (such as medical or missing child) a member of the Senior Leadership Team will be informed immediately, and procedures followed.
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First Aid

- There must be a qualified first aider on site during sessions.
- A first aid kit will be taken outside when children participate in outdoor activities.
- All accidents will be reported to Wingate School and a medical form will be completed. The accident will be reported to the parent/carer when collecting their child.
- Parents/ Carers of any child who becomes unwell during their time at the club will be contacted as soon as possible.
- All staff must be made aware of the children who have Individual Health Care Plans and what they contain.

Staffing

- All staff will adhere to the Extra Curricular Staff Handbook.
- The maximum number of children will not exceed a ratio of 1 adult to 18 children (1:18).
- All Extra Curricular staff are DBS checked and must complete Child Protection training. All staff must be familiar with the Child Protection and Safeguarding Policy and related documents - KCSIE and be clear about how to deal with safeguarding concerns.
- The clubs will be led by qualified members of staff.

Mr M Howells
Head of Wingate

Date of review: August 2025