

ST ALOYSIUS' CATHOLIC JUNIOR SCHOOL

Extra Curricular Activities Policy

OUR MISSION STATEMENT

Through Jesus, we learn, love and grow together

INTRODUCTION

At St Aloysius Catholic Junior School we believe it is important that our pupils have a well rounded and balanced education. Much of this can be achieved in the classroom, but it can be enriched with extra curricular activities. Therefore, during the academic year, pupils will be offered opportunities to participate in pre-school, lunchtime and after school clubs.

AIMS

To extend pupils' experience of curriculum activities offered in school.

To stimulate pupils' interests in the hope of promoting attitudes and skills that will enrich their lives beyond school.

EXTRA CURRICULAR ACTIVITIES

PE

Pupils from the school are regularly involved in local tournaments that are run by the CSSA. Pupils are also encouraged to take part in after school sport clubs that are offered by school and other local groups. These are organised by the P.E Leader and include football, rugby, karate, cricket, netball, basketball and sports leadership.

Music

Pupils have access to learning a range of instruments from keyboards, guitar, violin, flute and recorder. The majority of these are organised by the Camden Music Service and parents pay for these through this service. Tutors are provided and are on-site on various days throughout the week. In addition the school subsidises group tuition Lunch Clubs for those pupils in Year 6 who showed great potential when learning their instrument as part of the Wider Opps project in Year 5. By continuing to learn in Year 6, it is hoped that more children will be encouraged to take up music tuition when they go to secondary school.

The school choir (pupils from Years 5 & 6) practice on Thursday after school. They perform at the Camden Music Festival, the Royal Courts of Justice, Royal Albert Hall, Westminster Cathedral and other events organised by our music leader.

Learning Mentor

The learning mentor organises before and after school clubs centered on homework, reading, maths and cooking. The learning mentor also organises lunchtime clubs for games and chess.

Miscellaneous

Each year group, at times, organises after school clubs such as numeracy, reading or spelling according to pupil need. These are flexible and at the discretion of the class teacher or teaching assistant.

STARTING A CLUB

Each half term the Office will send out a list to each member of teaching/support staff asking if they are planning to start a club that half-term. They will then send a 'starting a club' form (see **Appendix 1.**) to everyone that indicates that they are.

All members of staff starting a club should follow the procedures outlined in **Appendix 2.**

CANCELLING A CLUB

If you need to cancel a club for any reason, please complete a 'Text to parents' form (see **Appendix 4.**) and hand it to the Admin Office ASAP or at the very latest, before midday on the day of the club.

ROLE OF PARENTS

In order for pupils to be allowed to attend an after school club it is necessary for them to return a permission slip signed by their parents/guardians.

Parents may be asked on occasion to support clubs by escorting children to venues e.g. football competitions.

Parents must ensure that they collect their children from the club on time or the child's place in the club will be at risk.

CHARGING

Most of the clubs are run by the school with no costs but if a club is run by a member of an outside agency then there may be a small fee for the club. (The school ensures that pupils entitled to Free School Meals are not disadvantaged by this).

The costs will be made clear to all parents before the organisation is given permission to start the club.

SAFEGUARDING

Any parents or other specialist teachers are subject to a DBS check and references to ensure that they have the correct qualifications to take the club.

All clubs are held on the school premises with staff from the school in the building at the same time to provide support if necessary.

Where services or activities are provided separately by another body, the provider concerned must have appropriate policies and procedures, including those for staff appointments in place in regard to safeguarding children and child protection and there are arrangements to liaise with the school on these matters where appropriate. If a provider is recruited directly by the school they will be subject to the schools recruitment and safeguarding policies.

HEALTH AND SAFETY

All teachers are responsible for safety in their own lessons and should therefore, be familiar with the procedures associated with the teaching of particular activities.

EQUAL OPPORTUNITIES

All children should be allowed access to and given confidence in the different activities involved regardless of their race, gender, age and ability.

We create an environment in which all children learn to respect and value each other and each other's interests and abilities.

The planning of the curriculum aims to reflect the diversity and interests of the pupils, e.g. dance and games from different cultures.

MONITORING THE POLICY

The Head Teacher and Senior Leadership Team will monitor the policy by regular reviews and observations.

The Head Teacher must publicise the policy and bring it to the attention of pupils, parents and staff at least once a year.

This policy was updated by the Deputy Headteacher and Headteacher

This policy was agreed in the Autumn term 2014.

Review and update by Autumn 2016

Signed.....

Chair of the SEND and Curriculum Committee

26th November 2014



APPENDIX 1

Starting a club form

| | |
|---------------------------|--|
| Name of Organiser: | |
| Adult/s running the club: | |

| | |
|---------------|--|
| Name of club: | |
| Year group: | |

| | |
|---|------------------------|
| Term/Year: | |
| Start date: | |
| Date of last session: | |
| How long will the club run for: (Number of weeks, this half-term, this term, whole year, other) | |
| Day of the week: | |
| Time club starts: | |
| Time club ends: | |
| Where the club will take place: | |
| Date the application needs to be returned by: | |
| Children attending the club: | Attach register |
| Plot 10 pupils: | |
| Any additional information: (E.g. cost) | |

Appendix 2.

Starting a Club?

Please follow these procedures to ensure that you have everything in place.

1. Complete the starting a club form (see [Appendix 1.](#)) with the required details.
2. Return the completed form to Admin Office where they will draft out a template letter (see [Appendix 3. Sample of letter](#)) for your club. Please allow a minimum of 1 day's notice for the Office to draft your letter.
3. Photocopy your letter attaching any additional information about your clubs on the back of the letter. Ensure that the Office has a copy of this letter. (Please file in Clubs file in office.)
4. Hand the letters out to the children. The parents complete Part B and return the whole letter to the class teacher who will return them to the office. The office will collate the forms and pass them back to the Organiser. The organiser will select who is attending the group.
5. On receipt of the forms, please complete Part C – indicating whether the child has been successful in securing a place.
6. Next complete Part D, detach and return this part to the parents to notify them whether their child has been offered a place.
7. Keep the remaining letters/permission slips for your own reference or until the clubs have ended.
8. Prepare a list of the successful children and file this in the clubs file in the office. Please note that it is your responsibility to ensure that this list is up to date.
9. The Office will prepare a register for each club. Each week, please ensure that you collect your register from the clubs file in the office at the before the start of each club, accurately register each child that attends and return the register to the office **before** you begin your club. The details of whether each child is collected/goes to Plot 10 etc. will be stated on the register.

APPENDIX 3



St. Aloysius Junior School

Aldenham Street London NW1 1PS

NETBALL CLUB

27 November 2014

Dear Parent/Guardian,

I would like to inform you that the school will be running the above school club this term - All Year. Netball club will start on 11-Sept-13 for All Year weeks. The last session will be on 16-July-14. More information is provided overleaf.

The details are as follows:

- **Netball Club** every **Wednesday after/before** school
From **3:30 – 4:30** in **the School Playground.**
- Costs : **Free**

If you would like to apply for a place for the above club, please complete Part B below (the application slip) and ***return the whole letter*** to your child's Class teacher by 9-Sep-12. **We will notify you to inform you whether your child has been allocated a place.**

Yours sincerely,

Miss Ramsay

Part B: Application/Permission slip

I would like to apply for a place and give permission for my child to attend Netball club. **If my child is offered a place, I accept that it is my responsibility to ensure that they attend regularly, is on time for the start and will be picked up promptly after the club.**

Child's name: _____ Child's
class: _____

Name of Parent (PRINT): _____
Signature: _____

Emergency Contact No. _____
Date: _____

After club my child will be: picked up going to Plot 10 going home by
themselves

(Year 6 children

only.)

Part C: For Office Use only:

Place Offered

YES/NO

Part D: Notification slip:

Child's name: _____ Child's
class: _____

Please keep this slip in a safe place for your reference.

Netball club runs:

- Every **Wednesday after/before** school
From **3:30 – 4:30** in the School Playground.
- The last session will be on **16-July-14**.

Unfortunately, your child has been unsuccessful in obtaining a place this time. They will be put on the waiting list and we will notify you again if a place becomes available.

Your child has been offered a place for Netball club.

Please ensure that your child is on time for the start of club, attends regularly and is picked up promptly

Appendix 4.



Text to parents form

| | |
|---|--|
| Name of Staff requesting text: | |
| Date of request: | |
| Reason: | |
| Please state the names of the children or group you need to text: For Clubs, please state the name and day of the club and ensure that the names of the children in the Clubs file (located in the office) is up to date. | |
| Any additional information: | |