



Extra  
Curricular  
Activities  
Policy

Date	Process	Name	Status
20/06/12	Rebranded for The Ferns Primary Academy		
Sept 2012	Drafted	Northern Education Trust	
Sept 2012	Approved by Stakeholders	Northern Education Trust	
July 2017	Reviewed		
October 2017	Adopted by Governors	Local Governing Body	
	Be reviewed annually and displayed on school website.		
<b>Signed</b>			

# **Policy for Extra Curricular Activities**

## **Rational**

It is our intention at The Ferns Primary Academy that every child has the access to extra-curricular activities. It is our intention that every child in the school takes part in at least one extracurricular activity during one academic year.

## **Staff**

Every teacher must run a club for a full term during the academic year. The clubs can be run at lunch or at the end of the day for 1 hour. Support staff are under no obligation to run a club but any interest in doing so would be greatly appreciated.

Staff who run clubs will accrue 30 minutes per session to be used as directed time off – site. This directed time must be agreed in advance with SLT and placed in the diary in order to arrange cover.

## **Clubs**

Teachers may sign up to a club of their choice for a term.

Clubs that must be run are;

- Homework Club for KS1 and KS2
- Sport Club of any nature
- Eco Club
- School Council

Clubs for children in Reception should begin in the Spring Term

Clubs should not be cancelled. As a school we make a commitment to the parents and children to run the clubs. If for some reason a member of staff has an issue on a particular week to run the club, they must ask another member of staff to cover.

## **Systems**

Sallyann Andrew is responsible for the administration of the clubs, collecting interested slips, allocating children to clubs, contact with parents and providing registers to staff containing contact details.

## Week 1 - Last week of term

CT will display a list for all staff to sign up for club. Each member of staff will sign up and they will write the number of pupils who they want to attend their club.

Details of each club will be sent out in the Newsletter at the end of the first week. Each teacher must email KA by the Thursday of the first week details of their club. These details must be concise as they will go out to parents by Newsletter on the first Friday.

## Week 2

KA will send out slips and parents will be asked to sign their children to a club by Wednesday of the second week.

The form the parent gets will ask them to sign up for a club. It will also ask for an up to date telephone number and how the child is getting home. It will clearly state that if this information is not given the child will not be allocated a place.

A box will be placed outside the office; all slips that are returned by children must be put into that box. Children must be encouraged to bring their slips in before Wednesday of this week if they don't they may miss out on a club.

KA and SA will empty the box every morning. They will allocate each child to the club of their choice. If there are no spaces left the children will be allocated to the club in the next term or their second choice. KA will give the list to CT for approval.

Children will be allocated to clubs on a first come first served basis. If they are unsuccessful in the Autumn term for the club of their choice they will be put on a list to do the club of their choice in the next term.

A contract will be sent out to Parents informing them that their child has been allocated a particular club. It will state who is running the club, the dates that the club will run and the time. It will also state that this is a contract of commitment from the school, the children and the parents to attend the club. This contract will be sent to parents on this Wednesday to enable clubs to begin the following week.

## Week 3

On the Monday morning of week 3 KA will give each teacher a register of all children's names. Every teacher must take the register at the beginning of the club to make sure fire regulations are adhered to. KA will also give teachers a list of children's telephone numbers and details of how children are getting home.

If for any reason a child is not at the club a member of the senior leadership team must be informed straight away.