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	Name	Date
Name of Policy	The Extra Curricular Activity Policy	
Prepared by	Dallington School – Tina Saedi	October 2020
Checked and Reviewed by	Abigail Hercules and Tina Saedi	November 2020
Ratified by Board of Governors	Abigail Hercules	November 2020
Next School Review		November 2022



Introduction

Dallington School provides a range of stimulating and creative learning experiences on-site. These activities run after school, holidays, weekends and also during normal school hours. These are run by external specialists or by existing Dallington staff.

Information regarding activities may be gained from the school website, app or school office. All parents must complete a registration form for each child attending an activity session and sign an agreement to adhere to the terms of this policy.

Admissions

- All places are subject to availability*.
- The registration process must be completed prior to the child's commencement at the extra-curricular activity.
- Registration is done either directly with the provider or through the school office.
- This policy is available to view via our school website.
- All activity staff are made aware of the details of a new child.
- Children's attendance is recorded in a register.

*Kodaly singing group is by invitation only

Arrival and Departure

After School Activities

Arrivals

- Children are escorted by a member of their floor staff to the extra-curricular activity meeting point.
- The activity staff will take a register of all contracted children and will liaise with the class teacher/school office to determine any reason why a child is not accounted for.

Departure

- Club collection is from the classroom (or pitch) where the club is held.
- When a child is collected at the end of or during a session, they must be signed out by a parent/carer or named collector and the time recorded.
- The parent/carer or named collector must inform a member of staff that they are collecting and signing out a child.
- Parents/carers must ensure that any person who may collect their child is listed on the registration form and that it is kept fully up to date.
- The EXIT is via the basement at these times.

1:1 Tuition (usually learning an instrument)

- Tuition happens mainly during the school day although some sessions do happen before or after school times.
- Pupils from Nursery and Transition will be escorted to and from the classroom by the specialist. Middle school pupils will walk to and from the session independently.
- All staff are provided with a list of all pupils with a 1:1 specialist session.
- Relevant staff will be informed if a child is not present that day.

Holiday or weekend activity sessions

Arrivals

- The activity staff will take a register of all contracted children.
- Parents should inform activity staff if their child is going to be absent.

Departure

- When a child is collected at the end of or during a session, they must be signed out by a parent/carer or named collector and the time recorded.
- The parent/carer or named collector must inform a member of staff that they are collecting and signing out a child.
- Parents/carers must ensure that any person who may collect their child is listed on the registration form and that it is kept fully up to date.

Behaviour

Whilst attending activities children are expected to:

- Use socially acceptable behaviour.
- Respect one another, accepting differences of race, gender, ability, age and religion.
- Ask for help if needed.
- Enjoy their time at the activity session.

Positive behaviour is encouraged by:

- Staff acting as positive role models.
- Praising appropriate behaviour.
- Informing parents about individual achievements.

Dealing with inappropriate behaviour:

- Challenging behaviour will be addressed in a calm, firm and positive manner.
- In the first instance, if necessary, the child will be temporarily removed from the activity.
- Staff will explain why the behaviour displayed is deemed inappropriate.
- Staff will encourage and facilitate mediation between children to try to resolve conflicts through discussion and negotiation.
- Staff will consult with parents to formulate clear strategies for dealing with persistent inappropriate behaviour.

If after consultation with parents and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, the activity leader may decide to exclude the child. The reasons and processes involved will be clearly explained to the child and their parent/carer.

First Aid

- All accidents will be recorded on an accident report form, accurately reported to the parents/carer upon collection and signed by a member of staff.
- Accident records must give details of time, date and nature of the accident, details of the child involved, type and location of the injury, action taken, and by whom.
- Parents of any child who become unwell during an activity session will be contacted immediately. If a child is sent home during school hours, Activity leaders will be informed of their absence.

Missing children

In the event that a child goes missing, the following procedure will be undertaken:

- Senior school staff will be informed of the missing child.

- The activity lead will search the inside of the building and delegate an outside search of the building to another member of staff.

If the child remains missing, the emergency services will be contacted.

Late and Non-Collection of Children

- Parents and carers must arrive in a timely manner for collection and communicate any lateness to the office.
- Staff with uncollected children will then follow procedures as detailed in the Non-Collection of Children Policy.
- Uncollected children from Dallington FC (held at Finsbury Leisure Centre) will return to School with Coach and be handed over to the designated member of staff.
- Children can be collected by other parents, as long as there has been communication between the child's parent and the activity staff.

Payment of Fees

At the end of each term, extra-curricular activity sign-up forms and payment details will be sent out for the forthcoming term.

It is a requirement that parents complete the sign-up sheet and pay their fees promptly (where applicable) in order to secure a place. Fees are to be paid in advance for some clubs. Payment is due for all contracted sessions even if your child is unable to attend their booked session. Extra-curricular activities run by Dallington School directly will be charged for retrospectively, on the fees invoice. Although this is a retrospective payment, once a commitment has been made for the term / half term, refunds cannot be made.

The parent signing the activity's registration form is known as the 'contracting parent' and is responsible for payment of all fees.

If a parent is experiencing difficulty with payment of their fees, they should contact the school office staff as soon as possible.

Our staff will treat all matters confidentially and arrange for discussions in private.

The extra-curricular activities have differing payment methods such as cash, online payments and Childcare vouchers.

Procedures for payment of fees

- Invoices will be issued in accordance with each extra-curricular letter and overall schedule, this will be provided at the end of each term for the forthcoming term.
- Invoices should be paid by the due date stated in the covering letter.
- Payments can be made by the varying methods stated above to the school office or online. Payment can also be made by Childcare vouchers.
- If payment is not received by the due date this may result in a parent losing their child's place.

Related Whole School Policies:

- Child Protection Policy
- Non-Collection of Children Policy
- Equal Opportunities Policy
- Health and Safety Policy