

Extra-Curricular Guidance

Yew Tree Primary School



Date of Policy:	June 2025
Responsibility:	Extra-curricular Lead (Nicola Lawton)
Review Date:	June 2028
Consultation:	This policy has been developed in consultation with staff and governors

ETHOS STATEMENT

It is the aim of the Governing Body of Yew Tree Primary School to support the implementation of policies and procedures which develop the skills our children need to achieve our vision of:

“Learning Without Limits”

INTRODUCTION

At the heart of our ambition for Yew Tree Primary School is our commitment to ‘Learning Without Limits’ which ensures we unlock the potential inside all of our children. This includes having a wide range of opportunities, both within and beyond the curriculum, which nurture a range of talents and interests as well as provides opportunities for children to be successful.

We offer extra-curricular opportunities, delivered by school staff or external providers, which encourage children to develop friendships across year groups as well as encourage team work and pride. Activities are designed to be fun and exciting whilst also supporting a child’s individual development in a particular field.

AIMS & OBJECTIVES

- The School will ensure that extra-curricular opportunities will be an integral part of the learning experience for all our children.
- The School will develop children’s confidence and interest, when accessing extra-curricular opportunities, and is committed to developing a wide and varied programme of activities as far as practically possible.
- The School will develop and monitor the effectiveness of strategies designed to increase accessibility to extra-curricular opportunities.
- The School is committed to provide extra-curricular opportunities which enhance the achievement and aspiration for all children.
- The School will develop links between children, parents/carers, staff and the wider community which enable children to maximise the opportunity of extra-curricular programmes available beyond school, e.g. by working with or promoting external clubs.

STAFFING

Some clubs may be delivered by members of staff with skills in a specific area while others will be delivered by external providers. All staff or providers must adhere to our Safeguarding Policy and processes which are outlined to them during induction processes.

Any external providers are subject to appropriate checks, as outlined in the club procedures outlined within the appendix of this policy, and are fully inducted by the Extra-Curricular leader.

CLUBS PROGRAMME

Extra-Curricular opportunities are provided for children in Y1 - Y6. On occasions where it is felt appropriate to include EYFS children, all appropriate ratios and welfare requirements are adhered to.

The school aims to provide a wide range of extra-curricular activities and will regularly consult with children and/or parents/carers about their interests or opportunities which arise. This is because, whilst we aim to have a varied programme of activities, there does need to be sufficient demand for these to ensure best value and feasibility.

The programme may include opportunities which are available for a time-limited period as well as some 'staple' clubs which could include multi-sports (provided by WBA), art as well as a football training for the teams which represent the school in matches.

Information regarding the clubs available is published in a letter each term and this is updated, along with club information, on our website:

www.yewtreeprimary.co.uk/school-clubs

GENERAL PROCEDURES

Our Extra-Curricular Leader is responsible for managing the extra-curricular opportunities and works closely with our Head Teacher, School Business Manager, Finance Admin and curriculum leaders to organise a programme of activities. In addition, they engage with dedicated teaching staff and our carefully selected third party club providers to ensure the standard of extra-curricular opportunities remains high. This includes monitoring delivery as well as setting up all programmes.

ORGANISATION

Extra-curricular activities usually run from 3:30pm - 4:30pm (with the exception of some sports fixtures) during term time. As tutoring opportunities are typically offered on Thursday, most clubs are run Monday-Wednesday, with only some exceptions.

There may be dates throughout each term, where clubs will not be running e.g. staff training and bank holidays. These dates will be outlined on the clubs letter each term.

Each club runs for one term and, after that, is offered again or discontinued (based on monitoring and feasibility). New clubs are offered in autumn, spring and summer terms of each school year and are dependent on uptake.

Where a club is over-subscribed, places will be allocated on a preference system in order to try and provide as many children as possible with their first-choice provision.

Requests for a place are made by completing and returning a booking form to the school office. These can be printed directly from the school website but are also sent home termly for parents/carers to return by a specified deadline.

HEALTH & SAFETY (INC. SAFEGUARDING)

Like all activities organised by the school, extra-curricular activities must follow the procedures laid out in the school's Health & Safety Policy and Safeguarding Policy & Procedures.

As part of the process when establishing clubs, appropriate vetting checks are carried out as well as risk assessing any activities and ensuring appropriate insurance, supervision and general organisation.

The Site Manager/Assistant Site Manager is on call during extra-curricular activities in case there are any immediate H&S issues which arise. A Designated Safeguarding Lead (DSL) is also always on site during extra-curricular opportunities.

Dismissal arrangements are supported as and when needed and children are dismissed through designated exit points. DSLs/SLT do not leave site until all children have been collected.

ACCESSIBILITY

The school aims to make extra-curricular opportunities as accessible as possible to all children. Whilst a small charge is requested, to cover any necessary costs, we would never wish money to be a reason for children not to access provision.

Sport Premium budget is used to subsidise some sports clubs (in order to increase physical activity and reduce obesity) and a dedicated amount of the Pupil Premium budget also subsidises the cost of clubs for those eligible for PP funding.

Outside providers of clubs operate their own charging policies. When allowing a club to use the premises, the school will consider the cost to pupils and its financial accessibility.

BEHAVIOUR & CONDUCT

It is expected that all children participating in extra-curricular activities will adhere to the rules and responsibilities stated in our Positive Behaviour Policy. The procedures for extended learning activities are as follows:

1. Verbal warning
2. Time Out (within the club or with a DSL depending on severity)
3. See parents/carers (DSL must be informed)
4. Exclusion from activity

MONITORING & EVALUATION

The success of extra-curricular is measured in different ways including:

- levels of attendance
- numbers of children taking part in activities
- higher levels of achievement in school

- pupil/teacher relationships
- children's attitude to learning

The Extra-Curricular leader will carry out MER activities throughout the year to inform impact measuring which supports any evaluations of provision.

Appendix 1 – Club Planning Procedures



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CLUB SET UP PROCEDURES

STEP 1: ENQUIRIES

The Extra-Curricular Leader should investigate feasibility of a club (e.g. pupil conferencing, surveys etc), in consultation with the HT, prior to attempting contact with any external club providers/staff at **STEP 2**.

STEP 2: CONTACT CLUB PROVIDERS

If there is a demand, and HT has provisionally agreed to pursue contact, the Extra-Curricular Leader should make contact with external club providers/staff to ascertain organisation information noted on the **CLUB PLANNING FORM** prior to moving to **STEP 3**.

STEP 3: APPROVAL

Initial approval should be gained from the HT by presenting the **CLUB PLANNING FORM** in order then move to **STEP 4**.

STEP 4: CLUB PLANNING & CHECKS

After initial approval has been given, the Extra-Curricular Leader should work with the admin assistant (responsible for managing the SCR) to obtain the necessary paperwork and carry out the checks listed on the **CLUB PLANNING FORM** before moving to **STEP 5**.

STEP 5: FINALISE CLUB & ADVERTISE

Once all the checks have been complete, and required paperwork obtained, the club must have final approval from the HT before it can be advertised to parents/carers. Once it has been advertised, progress can be made to **STEP 6**.

STEP 6: FINAL ORGANISATIONAL CHECKS

Once the club has been advertised, payment options should be set up and places should be allocated. Club leaders should be invited to attend before the start date of the club for a brief induction and to confirm paperwork and ID.

Appendix 2 – Club Planning Form



Yew Tree Primary School

CLUB PLANNING FORM

EXTRA CURRICULAR LEADER		COMPANY NAME / STAFF MEMBER	
INITIAL ENQUIRIES			
PROPOSED DAY OF CLUB		YEAR GROUP / CLASS / PHASE	
COMPANY DETAILS	Company or Sole Trader? VAT registered? Invoice arrangements?		
	Are references or testimonials available?		
	Are right to work & safeguarding checks in place?		
	Does the company hold Public Liability Insurance?		
	What arrangements are in place in case of staff absence?		
OUTLINE OF ACTIVITIES WHICH WILL TAKE PLACE			
COSTINGS			
COST OF COMPANY / STAFF MEMBER	COST OF MATERIALS / RESOURCES (if applicable)	ANY OTHER COSTS (e.g. any additional adults for support)	TOTAL COST
		NUMBER OF CHILDREN PER SESSION	
		ESTIMATED COST PER CHILD PER SESSION	

NB: NO FURTHER STEPS SHOULD BE TAKEN AT THIS POINT UNTIL APPROVAL IS GIVEN BY THE HT AND THIS IS NOTED BELOW

INITIAL APPROVAL			
HEAD TEACHER DECISION	AUTHORISED (see next steps)	DECLINED (no further action)	DEFERRED (see reasons below)
NOTES			
SIGNED (HT)		DATE	

SPECIFIC PLANNING				
RIGHT TO WORK & SAFEGUARDING CHECKS	Name of individual staff running the club			
	DBS Details <i>NB: This must be for the named organisation unless it is on the portable system</i>	DOB		
		DBS NUMBER		
		DATE OBTAINED		
		COPY ON FILE / SEEN	Yes/No	
		DISCLOSURES	Yes/No	
	Childcare Disqualification Completed	Yes/No		
	Letter of Assurance received <i>(detailing right to work checks)</i>	Yes/No		
Photo ID seen and held on file	Yes/No			
FINANCE	Have appropriate checks been carried out for a sole trader?	www.gov.uk/guidance/check-employment-status-for-tax#hire Yes/No		
	Have we got bank details for payments?	Yes/No		
CONFIRMED CLUB DAY		CONFIRMED CLUB TIMES		
ANY OTHER INFORMATION <i>(inc. any changes to costs from initial planning)</i>				
FINAL APPROVAL				
HEAD TEACHER DECISION	AUTHORISED <i>(see checklist below)</i>	DECLINED <i>(no further action)</i>	DEFERRED <i>(see reasons below)</i>	
NOTES <i>(inc. confirmed cost per child & PP discount if applicable)</i>				
SIGNED (HT)		DATE		

COMPLETE CONFIRMED CLUB CHECKLIST

- | | |
|--|--------|
| 1. Has the company/staff member had club booking confirmed? | Yes/No |
| 2. Has confirmation been passed to school office (accounts)/SBM? | Yes/No |
| 3. Has the 'Clubs' website page been updated with details? | Yes/No |
| 4. Have the office set up the payment option on School Gateway? | Yes/No |
| 5. Have you drafted a letter to parents and had this approved by HT/DHT? | Yes/No |
| 6. Has a final copy of the letter been passed to the office? | Yes/No |
| 7. Has a copy of the letter been posted to the 'Clubs' website page? | Yes/No |
| 8. Has a room been organised/booked? | Yes/No |
| 9. Has risk assessment been completed & reviewed (where necessary)? | Yes/No |
| 10. Has an induction been booked for the club leader? | Yes/No |
| 11. Has the club leader been added to Inventory as DBS pre-checked? | Yes/No |
| 12. Have places been allocated & lists shared with staff? | Yes/No |
| 13. Has timetable been updated & dismissal locations agreed? | Yes/No |
| 14. Are arrangements in place for a DSL to be on site? | Yes/No |
| 15. Are arrangements in place to support club leader on first visit? | Yes/No |



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Club Leader Induction check list

Name:		Start date:
1.	Welcome to the school:	
a	Introduce to Head Teacher and key staff as applicable	
b.	School aims and objectives	
c.	Supply Handbook (if relevant)/Visitor H&S Information	
d.	Tour of premises	
e.	Absenteeism and punctuality	
f.	Procedure in the event of fire alarm or lockdown	
2.	Documentation:	
b.	GDPR – Has Club Leader been signposted to the Privacy Notice been issued on the website?	
3.	Safeguarding and Safer Recruitment:	
a	Child protection policy: Is the Club Leader aware of the policy/procedures and have they been issued with the DfE 'Keeping Children Safe in Education' Part 1?	

b	Code of professional conduct (to include guidance on appropriate professional relationships with children and young people)	
c	PREVENT policy	
d	Procedure for reporting concerns	
e	Equality: Have the school approaches to ensuring equality for all been explained?	
f.	Procedure for managing behavior issues/supporting children with SEND	
4.	Organisation:	
a.	Arrangements for registers/start of club	
b.	Arrangements for dismissal/end of club	
c.	First aid arrangements/Medication arrangements	
d.	Staff Identity Badge/Lanyard/Barcode - Signing in procedures	
e.	Have Club Procedures been issued and talked through?	
All the above points have been explained/issued to me:		
Signed (Club Leader):		Date:
Signed (Induction Lead):		Date: