



# Notting Hill Preparatory School

## 3.12 Policy for Extra-Curricular Activities

**(EYFS & KS1-3)**

Reviewer responsible: **Deputy Head**  
Reviewed by: **DG**

Date of last review: **10/20**  
Date of next review: **9/21**

## POLICY FOR EXTRA-CURRICULAR ACTIVITIES

Notting Hill Prep offers a wide range of extra-curricular activities for the children. The philosophy of the extra-curricular 'clubs' pertains to the aims and philosophy of Notting Hill Prep. In particular, we are seeking to:

- develop a child's full potential
- increase social awareness, social skills, group responsibility and empathy
- foster individual talents and interests.

As a school, we realise the many benefits of providing extra-curricular activities.

- Children from different age groups share ideas, skills and experiences. They meet other children who are not necessarily in their peer group, and so widen their social horizons. Children build relationships with staff (teaching and non-teaching), whom they would not normally meet during the school day.
- Staff (teaching and non-teaching) have an opportunity to meet, and work with, children from several age groups.
- Staff and children can expand their interests, expertise and experiences by sharing these with others. At the same time, other members of the school community discover new interests and try out unfamiliar skills and experiences.
- There are opportunities for all members of the school community to be together. Some clubs involve children, teaching and peripatetic staff.
- Children are offered a wider, richer range of experiences than is possible in the normal school day.

Extra-curricular activities generally run for ten weeks each term. Most extra-curricular activities in the form of School Clubs take place after school from 4-5pm.

A number of lunchtime clubs are run by NHP staff and others: Chess. German etc. are run by external providers.

School clubs meet in various parts of the school buildings and grounds. Outdoor club activities may have to be cancelled if weather conditions dictate. In this case the Club Leader will be responsible for contacting parents/carers in plenty of time to adjust their 'pick up' schedule. In the event that parents are unable to meet the adjusted time schedule, the child will be supervised appropriately in school until the regular 'pick up' time.

Before the end of each term, all staff may suggest which club they would like to organise in the following term, when it would be held, what age group(s) would be involved, and the optimum number of children. As far as practicable, clubs cater for a broad age range\*. All clubs are open to boys and girls. Clubs might change from year to year, depending on teachers' expertise and commitments. Staff collaborate to provide helpers for a club. All full-time teachers are expected to run clubs for at least one out of three terms per year. Part-time teachers are also expected to run a club for one term of the year. Teaching Assistants are encouraged to run clubs as part of their professional development.

It is the duty of the Deputy Head: Operations, and the School Secretary (OB) to co-ordinate all School Clubs and extra-curricular activities. They collate the proposed clubs and times into a programme for the term. This is agreed with the Human Resources & Compliance Manager.

### Administering Clubs

A detailed list of our clubs offering is sent to parents by email before the end of the term or half-term when the club is scheduled. The email contains an online **Clubs Selection Form**, which parents complete by selecting their 3 preferred clubs, ranking them 1-3 (1 being first preference, 2 second preference, 3 third preference). Submissions must be made by the stated deadline each term. Preferences submitted later than the deadline stated above will be assigned a preference of 4 and your child(ren) will be offered places in any remaining clubs. Thereafter, the School Secretary and Deputy Head: Operations will analyse clubs' preferences and allocate places based upon returns submitted. Clubs offered to children will be assigned on ParentPay. To secure the club place offered, payment is required in advance via ParentPay by no later than the deadline stated each term. Clubs not paid for by the given deadline will be made available for general selection from ParentPay the following day.

For some clubs (Year 7 Drama, Geography coursework, Sports Teams and Choirs etc.) places are allocated by the teacher in charge of the club. Options are not sent out for these clubs as they are for a specific purpose.

Children who join the school during the school year will be offered any remaining places in a club. No child of Reception age may attend a club unless a qualified EYFS teacher is present.

A copy of the participants of each club is held by all administrative staff and a copy is given to **all** staff running each club. Children should notify the club staff personally when they cannot attend their activity. Club organisers keep their own weekly attendance registers. Children who do not, or cannot, attend regularly will be expected to give their place to someone on the waiting list. This rule may be invoked (after consultation with the child's family) when a child has missed three club sessions without explaining their absence.

A club session might be cancelled for members of staff to attend Parents' Evenings or a course. Club staff should give at least three days' notice. The School Administrator is responsible for cancelling club sessions. Notification of cancellation is made through the Weekly Newsletter. No club should be cancelled at less than 24 hours' notice unless the staff member is taken ill. In this event, for after-school clubs, the School Secretary (OB, JCB or PGB) will endeavour to contact the parents of all club members by telephone, requesting them to collect their children at the normal school finishing time.

Staff members who lead school clubs may purchase resources for their club up to a value agreed with the Bursar through the school ordering system, or may submit an expense claim, via Payroll, for small items against the receipt.

### **Clubs run by non-NHP leaders**

A number of clubs are run by outside agencies or individuals who come into school at the designated time. All are vetted according to our safer recruitment procedure (see **NHP Safer Recruitment Policy**) to ensure they are suitable to work with children. All club supervisors are interviewed by the Deputy Head: Operations prior to a club being authorised. If teachers come from an agency, the vetting procedures are carried out by the agency who furnishes us with a letter of confirmation that appropriate checks have been carried out.

All Club Leaders are given:

- A copy of the document 'Keeping Children Safe in Education (Part 1) (September 2020)
- A copy of the **Safeguarding and Child Protection policy**
- A copy of the **NHP Staff Code of Conduct policy**
- A copy of the **Whistleblowing Policy**
- A copy of the **Managing Behaviour Policy**
- A copy of the **Safety Procedures of Road Crossings & Travel by Coach** (where appropriate)
- A list of pupils in their care with medical conditions/allergies or specific needs

All Club Leaders will be given a Safeguarding Induction by one of the Designated Safeguarding Leads before they commence their club. They will be briefed by office staff on the evacuation procedures in case of fire and given staff cards indicating what to do in case of an intruder. Heads of section/members of the Middle management team, will also visit the clubs at times in the first few weeks to observe the organisation and safety of the club. Records of these observations will be kept on file in the management area on the school server (Appendix 1). Club supervisors must also complete a school risk assessment form before running their first club and report any '*near miss*' incidents during club time to the School Secretaries for consideration by SMT.

Club supervisors will wear an ID Lanyard at all times in school.

A list of the policies specifically pertaining to the welfare and safety of children (and **Complaints Procedure**) is given at the end of this policy and Club Leaders should familiarise themselves with expectations and necessary procedures. Copies of all policies are in the shared area of the computer

(for in-house staff) and hard copies can be obtained on request from any of the school receptions (for out of school Club Leaders).

### **First Aid provision**

There are a number of qualified first aiders in school, some of whom may or may not be on site when clubs are being run between 4 and 5pm.

For minor incidents requiring first aid, staff are expected to call 402 (JCB) to request the school nurse or 204, 209 or 210 (OB), 602 (PGB) to request the help of a first aider on site. Anyone administering first aid must be wearing PPE.

In the case of an emergency an ambulance should be called for immediately. Every classroom has a phone with an outside line.

A list of medical conditions, including allergies, is given to each Club Leader and they should familiarise themselves with any needs (eg epi-pens) or potential hazards.

### **Records**

Contact details of all children are kept by the School Secretaries (OB, JCB & PGB) in files on their desks. Any member of the teaching/admin staff can be consulted should a Club Leader need to get in touch with a parent if a child is ill or an ambulance has been called and also if a child has not been collected. NHP staff can also access phone numbers of parents via the school system (ISAMS)

### **Holiday clubs**

Holiday clubs provide opportunities to further extend the broader curriculum and are considered to be a desirable addition to the school's provision. The format is as follows:

- Clubs may take place in the three holiday periods following the end of term and at half terms
- There may be a maximum of 4 clubs per holiday falling under the following categories: Creative (thinking or Art), Drama, Music and Sport.
- Sport should ideally be an off-site club, although with two halls (OB and JCB) and the Astro turf playground, it may be possible to accommodate it on-site, depending on the nature of the sport.

Priority will be given to Teaching Assistants to further their professional development by organising such clubs in their field of specialism. First refusal on the opportunity to run a club will therefore be offered to Teaching Assistants who have the necessary expertise and qualifications. Should there not be sufficient take-up from Teaching Assistants the opportunity will be offered to Teachers.

From a Health and Safety point of view a Sports Club must have at least one qualified sports teacher on site at all times.

There is an agreed chargeable fee for all holiday clubs and Club Leaders should consult the Bursar on this matter. Fees are paid by parents directly to the Club Leader and a rental fee is charged by the school to the Club Leader.

All those running Holiday Clubs must be mindful of the school's commitment to safeguarding children and the need to consider all aspects of health and safety.

- Appropriate ratios of adult to child must be maintained
- No child of Reception age or younger may attend a club unless a qualified EYFS teacher is present
- All contact and medical details must be immediately available and must be obtained from parents of non-NHP children, should any be attending
- Staff and children must be aware of fire safety procedures
- School safety procedures, as outlined in the School's Policies and Procedures must be followed at all times
- All staff should have the appropriate safer recruitment checks

### **Policies which particularly pertain to the welfare and safety of children**

- Safeguarding children (provided)
- NHP Staff Code of Conduct (provided)
- Whistleblowing (provided)
- Health and safety
- Educational visits
- Dealing with bullying
- Managing behaviour (provided)
- Complaints
- Safety procedures for road crossing and coach travel (provided, if appropriate)
- Guidance for playground supervision
- Lost child
- Non-collection of children
- First aid
- Fire safety policy and procedure
- Safer Recruitment

#### *Amendments to policy due to Covid-19 precautions*

- 1) *After-school and lunchtime clubs will **not** be for a broad age range and will be exclusive to each year group 'bubble'. Year 7 and 8 are classed as one bubble, otherwise all clubs are for a single year group only.*
- 2) *Staff supervising clubs will be selected from a pool that have teaching or duty contact with the group of children.*
- 3) *Off-site clubs may take place but a full risk assessment must be carried out by the organiser or, in the case of outside providers, a member of the middle management team. Risk assessments must satisfy any concerns relating to Coronavirus: cleanliness, social-distancing and health and safety procedures.*