



MARYLAND PRIMARY SCHOOL

Out of Hours School Learning (OHSL) Policy

AIMS AND OBJECTIVES

Participation in clubs:

- Enables children to sample and enjoy a range of activities and pursuits that will help them choose leisure activities for adult life.
- Enables children to experience activities that they may not otherwise encounter, and acquire and develop new and existing skills.
- Helps build confidence, well-being and creativity.
- Encourages children to develop friendships between age groups and work together cooperatively.

WHO DELIVERS OUR CLUBS?

Some clubs are delivered by members of staff who have a passion for, and expertise in, specific subjects. They are very generously giving their time after school.

Some clubs are offered by external providers, such as Football, Karate and STEM.

CLUBS OFFERED

Any new clubs are announced during the whole school assembly and via letters.

Not all clubs run each term. A termly schedule of clubs currently operating can be found on the parents' notice board in the Calm Zone.

GENERAL PROCEDURES

Our OHSL (Out of Hours School Learning) co-ordinator is responsible for managing the After-school Club service and works closely with our Office Team, Headteacher, curriculum leads, dedicated teaching staff and our carefully selected third-party club providers.

Organisation of Clubs

After-school activities usually run from 3.30 to 4.30 or 5pm.

Each club runs on a half-termly basis.

Booking and Paying for Club Places

In the last few weeks of each term, the booking of clubs for the next term will be available through letters being sent home. Once received, if oversubscribed, the applications are put 'in a hat' for selection, e.g. first 20 names picked for Football club in line with adult ratio.

The remaining names will be added to a waiting list, for the next round of clubs or if a vacancy becomes available. The next person on the waiting list will be notified of the vacancy by letter.

Places for externally run clubs are booked and paid for directly with the club provider. These companies have their own selection systems once they receive an application.

All school-run clubs have a charge, and the payment for this must be made at the time of booking. Once paid, the place is confirmed. No further confirmation will be sent.

Registration

A register is taken by the staff member in charge of a club at the start of each session for safeguarding purposes.

Absences

Parents are requested to inform the club leader in advance if their child is unable to attend one of the sessions. This can be done either by email or telephone. There is no refund for absences unless the club has been cancelled by the provider or school.

Attendance

It is expected that a child will commit to a half term's membership of a chosen club (Autumn 1, Autumn 2, Spring 1, Spring 2, Summer 1, Summer 2). Parents are requested to inform the School Office if their child wishes to leave the club before the end of the half term.

Cancellation

If a club is cancelled on the day itself for example due to the unexpected illness of the club leader, the school will notify parents and the children will follow the arrangements agreed with parents on their permission slips. Parents must ensure the school is provided with an **up-to-date** telephone number.

Should a session be cancelled at the last minute, for example, due to adverse weather conditions, the club organiser will supervise the children until all children have been collected, or follow the arrangements agreed with parents if different.

In the event of an externally run club being cancelled at short notice, parents will be informed by a member of the school office team.

Supervision and Safety

- The club leader will ensure that all children leave the building safely as per the arrangements agreed with parents.
- Siblings of children attending clubs are to be collected as usual at the end of the normal school day. Neither the school nor the Club Leader is responsible for the supervision of siblings during the club session.
- A First-Aider will always be on school premises for the duration of club sessions.
- In case of fire, the children will be led onto the muster points where the Club Leader will check the club register.

Collection of Children from Clubs

- Activities are planned for the full duration of a Club; sessions will often end with some 'tidy-up' time, therefore parents are asked not to collect their child early unless by pre-arrangement or in exceptional circumstances.
- Parents should ensure they collect their children promptly at the end of an after-school club from the assigned entrance.

Charges for Clubs

- The cost of clubs is kept to a minimum to ensure access for all children.
- Any parent who would like their child to attend a club but is unable to meet the financial cost can approach the school who will consider their request sympathetically and may be able to offer support.
- Outside providers of clubs operate their own charging policies.

Payment

Externally run clubs: Where a charge is made for a club run by a private organisation, payments should be paid directly to the organisation running the club.

School-run clubs: Charges made for school-run clubs should be paid termly, prior to the commencement of the club..

Behaviour

We expect all children to behave in an appropriate manner and any unacceptable behaviour will not be tolerated. All providers are made aware of our behaviour expectations; if they deem any behaviour to be unacceptable this will be reported to the Senior Leadership Team and parents will be informed

Inclusion

Our clubs are fully inclusive. If a child has special or medical needs, information will be shared with the Club Leader and any necessary arrangements agreed.

