



Club Policy

Prepared by:

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Dated:

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Review

Spring 2026

Signed:

A handwritten signature in black ink, appearing to read 'M. Kan'.

Headteacher:

A handwritten signature in black ink, appearing to be 'A. King'.

Contents

1. Introduction
2. Aims and Objectives
3. Who Delivers Our Clubs
4. Clubs Offered
5. General Procedures
6. Requesting a Club Space
7. Allocation of Clubs
8. Absences, Attendance and Cancellations
9. Charges and Payments
10. Collecting Children After a Club
11. Inclusion
12. Feedback

1. Introduction

At Chase Bridge our vision is for children to excel at learning, express their talents and care for others. Our commitment to this vision includes having the widest possible range of clubs which goes beyond the curriculum. Our extra-curricular clubs are delivered by a combination of school staff, external providers and, on occasion, by volunteers - all of which are selected with the view to increase the range of experiences our pupils will have and are designed to be fun and enjoyable.

2. Aims and Objectives

By encouraging participation in clubs, we hope for every child to find a passion, develop a talent, spark an interest or simply find enjoyment in doing an activity with others. We intend to:

- enable our children to sample from a range of activities that will help them choose leisure activities for adult life;
- ensure that our children have the opportunity to attend the club of their choice at some point during the academic year;
- provide clubs that help develop self-esteem, build confidence and encourage creativity;
- enable our children to have fun and enjoy a broad range of activities and pursuits; and
- encourage children to develop friendships between age groups and work together cooperatively.

3. Who Delivers Our Clubs

Our clubs are delivered by a combination of:

- members of staff who are passionate to share an area of expertise or their in-depth knowledge of an interest or hobby;
- external club providers who are specialists and experienced in their subject area; and
- occasionally, we have volunteers who generously give their time – these clubs are generally free of charge.

All external club providers and volunteers are given clear guidelines in our Club Handbook, are required to provide a robust risk assessment, and are DBS checked. In addition, we signpost external club leaders to the school's Safeguarding and Behaviour Policies.

4. Clubs Offered

We aim to offer a wide-variety of clubs for years 1 to 6. Most clubs run each term although there may be certain internal clubs that can only run for one term only. A full timetable of clubs is made available before the start of a new term and is available on our website.

Club Policy – Spring 2022

We will review clubs on a termly basis to ensure our standards are met and our variety of clubs are balanced for the children. New clubs are assessed for suitability and quality, and are announced in the termly club letters.

Presently, we do not offer extra-curricular clubs to the EYFS year group, however we will review this arrangement at the end of the current academic year.

5. General Procedures

Our clubs are administered by the school office and are managed by our Income and Fundraising Manager who works closely with our School Business Manager and subject leads.

- Clubs usually run from 3:20pm to 4:20pm
- All clubs start during the third week of the Autumn term and the second full week of the Spring and Summer Terms. They are usually 9 or 10 week sessions.
- Clubs do not run during the final week of terms and during parent consultation weeks; the only exception to this would be if the club is before-school.

6. Requesting a club space

Requests for a place at an internal club are to be made using the online Google Form. The form link is included in the term's club letters together with the clubs' timetable.

All clubs provided externally should be organised directly with the club provider. This includes direct payment to the provider to secure the place.

All places are offered on a term by term basis. If a club runs throughout a school year, parents/carers need to request a place each term.

7. Allocation of Clubs

We aim to allow the maximum number of children access to at least one club of their choice, ideally their first preference. For internal clubs, spaces are not offered on a first come, first serve basis. We operate on a rota basis to ensure that all children have the opportunity to attend the club of their choice at some point during the academic year.

A few spaces per club may be prioritised for children whom the school receives pupil premium. If a club is oversubscribed, a waiting list will be created.

Once the booking system is closed, you will be informed of the club(s) allocated for the term ahead. Once you receive this confirmation, we kindly request for parents to notify us immediately should

they *no longer* wish to keep the club space offered for their child. This will allow us to offer the space to another pupil on the waitlist.

External clubs operate their own allocation criteria and will be in touch directly with parents/carers to confirm spaces.

8. Absences, Attendance and Cancellations

It is expected that a child will commit to a term's membership of their allocated club(s). However, if a child wishes to leave the club before the end of term, parents are requested to inform the school office. Reimbursement of fees will be left at the discretion of the school and is dependent on how many weeks into the term and if the space can be filled by another pupil.

If a child is unable to attend a session, parents/carers are also required to inform the school office as soon as possible.

We encourage all parents/carers to review the external club provider's terms and conditions regarding attendance and payment terms before signing up their child for the club.

Should a session be cancelled, the school/club provider will notify the parents as soon as possible. Where possible, an additional catch up session will be arranged.

9. Charges and Payments

We continue to monitor the cost of clubs to ensure access for all children.

Clubs run internally are costed to the minimum to cover the cost of consumables.

The school can help with the cost of a club for children for whom pupil premium funding is received. The first club of an academic year can be fully funded by PPG; subsequent clubs can be 50% funded. Parents are requested to contact the school office should they wish to discuss this option.

Any parent who would like their child to attend a club but is unable to meet the financial cost are encouraged to contact the school office who will consider their circumstances sympathetically.

Invoicing for internal clubs is issued through SCO Pay. We politely request for parents to make payment for their child's club space by the deadline communicated. Non-payment may result in the loss of the child's place and will be offered to the next pupil on the club waitlist.

External club providers have their own charging policies. We encourage all parents/carers to review their terms and conditions before signing up their child for the club.

10. Collecting Children After a Club

Any child not collected on time at the end of a school club will be brought to the school office where the parent will be contacted. The club provider, or a member of staff, will wait with the child. We politely request for all children to be collected on time. In instances where there are repeated late collections, we will contact the parent/carer to discuss the child's space at the club.

Some external club providers may have different collection points. Different arrangements will be communicated to the parents directly.

11. Inclusion

All children are encouraged to participate in extra-curricular activities. If parents would like to discuss any special arrangements for their child to participate in a club, please contact the school office.

12. Feedback

To ensure we continue to offer a good quality range of clubs, we will be encouraging our pupils to provide feedback on the clubs they have attended. All feedback is carefully considered and taken into account when decisions are made about future club provisions.

13. Complaints

If parents/carers have any concerns regarding any of our clubs, please contact the school office.