



Townlands C of E Primary Academy

After School Club Policy

Approved by: Rachael Johnson (Chair of Governors)

Date: October 2026

Next review due by: October 2029

Rationale

At Townlands, all aspects of school life reflect a Christian ethos, which enables and encourages all children to grow and flourish. This is lived through our Christian vision 'A journey of learning in the light of God's love'. Our After Schools Club policy strengthens and supports the distinctive Christian character of our school, and reaffirms our Christian values of faith, honesty, love, friendship, forgiveness, hope and respect.

We offer extra-curricular opportunities through various types of provision delivered by school staff and external providers – all with a view to increasing the range of experiences that children have. Activities are designed to be enjoyable and cater for a wide variety of interests. We want to offer the scope for each and every child to find a passion, develop a talent, spark an interest or simply find pleasure in doing an activity with others. After-school clubs are a fantastic way of achieving this and we are excited to offer a wide range of clubs from singing and drama, to football and multi-sports, computing and clay creations.

Aims and Objectives

Participation in clubs:

- Enables children to sample and enjoy a range of activities and pursuits.
- Helps build confidence, well-being and creativity.
- Encourages children to develop friendships between age groups and work together co-operatively.

Clubs Offered

We offer a varied programme of clubs and extra-curricular activities for children across the school. Not all clubs run each term. A termly schedule of clubs currently operating can be found on the Townlands Academy website and our school calendar. Towards the end of each term, the forthcoming term's club schedule will also be published on the school website.

General Procedures

Our School Office is responsible for managing the After-School Club service. This allows us to run an efficient and high-quality After-School Club provision.

Organisation Of Clubs

- After-school activities usually run from 3.05 to 4.00
- Each club runs for either a half term or a term.
- A new programme of clubs is offered in the autumn, spring and summer terms of each school year.

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 Arbor or direct through the provider. If a club has a charge, the payment for this must be made at the time of booking. Once paid, the place is confirmed. No further confirmation will be sent. Should a club be fully booked, there is an option to be added to a waiting list for a place, if one should become available. Such notification will come via contact from the School Office.

Registration

A register is taken by the staff member in charge of a club at the start of each session. If a child is absent but the club organiser has not been reliably informed, the club support adult will ask the School Office to attempt to contact a parent by phone.

Absences

Parents are requested to inform the School Office in advance if their child is unable to attend one of the sessions. This can be done either by email (office@townlands.leics.sch.uk) or telephone.

Attendance

It is expected that a child will commit to the length of membership of a chosen club. But on occasions where a child no longer wishes to attend, then parents/carers are requested to inform the School Office as soon as possible, so that a space could be allocated to another child.

Cancellation

A club should only be cancelled after discussion with the Headteacher. Clubs will only be cancelled as a last resort if no staff member is able to cover the absence of a club leader. On very rare occasions where it is necessary to cancel a club:

- Parents will be notified, in advance, of any session that needs to be cancelled.
- If a session needs to be 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 home-time 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 (unless they have a place at the club).
- A First Aider will always be on school premises for the duration of club sessions.
- In case of fire, the children will be led to the evacuation point, where the Club Leader will check the club register and await further instructions from a Fire Marshal.
- In the event of a lockdown, all procedures will be followed (see Lockdown Policy).

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 school entrance. The pedestrian gate will be opened at 3:55pm to allow parents to walk down to the front of the reception area for a prompt collection at 4:00pm.
- The Clubs Programme is available on the school calendar on the school website.
- If children are routinely collected late from a club, parents will be contacted to discuss the situation. Continued late pick-up may result in a parent being informed that their child is unable to attend a club.

Charges for Clubs

- The cost of clubs is kept to a minimum to ensure access for all children.
- The school can help with the cost of a club for children for whom Pupil Premium funding is received. Parents should speak with the office staff.
- Outside providers of clubs operate their own charging policies. On allowing a club to use the premises, the school will consider the cost to pupils and its financial accessibility.

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; charges and all payment details are given within the termly club offer.
- School-run clubs: Any charges made for school-run clubs should be paid prior to the commencement of the club, via Arbor.

Behaviour

Expectations

- Children are expected to follow the school's behaviour policy whilst attending the after-school club.
- Children should show respect to staff, other children, visitors, equipment and the club environment at all times.
- Children are expected to listen to and follow instructions from staff promptly and safely.
- Bullying, aggressive behaviour, discriminatory language, deliberate damage to property, or behaviour that puts others at risk will not be tolerated.
- Children should demonstrate good manners, kindness and consideration towards others.
- Any behavioural concerns will be managed in line with the school's behaviour procedures and parents/carers may be informed where appropriate.
- Persistent or serious breaches of behaviour expectations may result in a child's place at the club being reviewed or withdrawn.

School Day Behaviour

- Attendance at the after-school club is a privilege and may be withdrawn where behaviour during the school day has fallen below the expected standard.
- Where a child has displayed serious misconduct, received a significant sanction, or presented ongoing behaviour concerns during the school day, the school reserves the right to refuse attendance at the after-school club on that day.

- The decision to exclude a child from the after-school club due to behaviour during the school day will be made by the Headteacher or a designated member of staff, and parents/carers will be informed as soon as possible.

Health and Safety Considerations

All Club Leaders:

- Are trained to follow procedures in case of a fire
- Follow procedures for first aid
- Explain rules to children for moving round the school building — particularly arrangements for going to the toilet
- Explain expectations of behaviour
- Advise parents/carers on appropriate clothing to be worn for a particular club
- Have enhanced DBS Checks which are recorded on the school's Single Central Register
- Club leaders are clear about the expectations of the school regarding their role
- A minimum level of adequate supervision is agreed and followed for each activity
- Procedures (Safeguarding and Health & Safety) and expectations (Behaviour) are followed
- There is always a DSL and a trained First Aider on the premises whilst clubs are taking place
- For external providers, the office will check insurance documents and risk assessments for activities being delivered (copies will be taken)
- A minimum level of adequate supervision is agreed and followed for each activity

Inclusion

Our clubs are fully inclusive, and all children are encouraged to participate in extra-curricular activities. If a child has special or medical needs information will be shared with the Club Leader and any necessary arrangements agreed.

Links to other policies

Safeguarding and Child Protection Policy

Keeping Children Safe in Education

Charging Policy

Equality Policy

Behaviour Policy

Accessibility Plan

SEND Policy

Health and Safety Policy

Lockdown Policy