



# Sandcross Primary

# Out of School Hours Learning Policy

September 2023

Date:	September 2023	
Last reviewed on:	September 2023	
Next review due by:	September 2026 (3 yearly)	
Version:	Date:	Notes:
V 1:0	September 2023	Creation of policy. Template used: Everychild Partnership Trust

## INTRODUCTION

The purpose of this policy is to establish and maintain an out of school hours learning programme that provides opportunities to enhance the quality of pupils' education within a culture and ethos which values literacy, intellectual, aesthetic and sporting achievements. The Out of School Hours Learning Programme aims to:

- provide opportunities for pupils to become enthusiastic and well-motivated learners
- encourage pupils to believe in themselves and their own ability to succeed
- help pupils develop the skills to learn more effectively, think more creatively and study more systematically ensure that parents and pupils will be kept regularly informed of the activities which are available
- ensure that new initiatives are targeted for example activities that promote smooth transition between schools

Out of school hours learning offers pupils more than just a range of activities; it can provide the key social skills that make for active citizens, fulfilling careers and lifelong interests.

The programmes and activities offered by staff and outside agencies will be well planned to ensure that pupils experience:

- new learning that may not be available in the classroom
- many opportunities for success – for example by providing those who have not had much success in the classroom, with the opportunity to achieve at an activity in an out of school activity
- new relationships with other pupils, teachers, parents and other adults
- opportunities to develop new learning techniques, to take responsibility for learning and acquiring good study habits.

## ROLE AND RESPONSIBILITY OF THE CLUBS COORDINATOR

The Clubs Coordinator on the office team should:

- Ensure that all club leaders/Parent helpers are DBS checked in consultation with the Office Manager and Designated Safeguarding Lead
- Ensure potential risks have been discussed with club leaders and EVC, and where necessary, risk assessments written and shared
- Ensure that all outside agencies have their own first aid and accident procedures and are aware of the School's [Health & Safety Policy](#)
- Ensure that first aid and accident procedures are clear to all club leaders ([Health & Safety Policy](#) and [Supporting medical conditions policy](#))
- There are clear procedures in place for the collection of pupils by liaising with the office manager and the Senior Leadership Team
- Organising the communication of clubs through either staff training and INSET or the soliloquy as directed by the Office Manager and the SLT
- Organise clubs on Schools Buddy for each term
- Liaising with class teachers and advising as appropriate
- Action planning in conjunction with the Headteacher, ELT, Governors, Staff, club leaders, outside agencies, Parents/Carers.
- Staff development alongside the Office Manager: ensure that club leaders have access to resources and development material if required

## ROLES AND RESPONSIBILITIES OF CLUB LEADERS

- Auditing resources.
- Maintain club register and ensure that [Health & Safety Policy](#), [Supporting medical conditions policy](#) and [Sandcross Safeguarding Policy](#) regulations are adhered to
- Ensure that children are collected safely by their Parents/Carers after their club.
- Ensure that only children in Year 5 and 6 and have permission to walk home after clubs
- To inform Clubs Coordinator if new staff assist at their club and provide DBS check for the Single Central Record
- Undertake risk assessment and send to EVC/Headteacher where necessary

## ROLES AND RESPONSIBILITIES OF SENIOR LEADERS AND OFFICE MANAGER

- Ensure all clubs are monitored termly as a minimum and more frequently if needed
- Ensure there are clear procedures in place for the collection of pupils by liaising with the Clubs Coordinator
- Ensure all clubs have an adequate location by liaising with the Clubs Coordinator before the start of clubs
- Ensure all clubs are covered in case of illness or other absence and inform parents if it is impossible to provide cover for a club

## TRAINING

The Senior Leadership Team will provide any training needed such as safeguarding or specific training for children with additional needs to clubs providers where needed.