Pool House CP School

Clubs/Visitors/Extra-Curricular Activities Policy

At Pool House we believe that any extra-curricular activities and clubs should have clear, achievable aims and objectives.

Aims

1. To extend the Curriculum beyond that offered in timetabled sessions:
   i. There may be opportunities to pursue/reinforce work encountered within the normal timetable. Pupils can pursue work/targets over long periods of time not usually possible within a normal scheme of work.
   ii. There may be opportunities to undertake work not normally encountered within the routine timetable. This may provide the pupil, and indeed the teacher, with the opportunity to pursue a personal interest or hobby.
   iii. There may be opportunities for visitors/specialists to interact with a committed audience, e.g. a player from the local professional football team may give some coaching.
   iv. There may be opportunities to organise visits to venues of specific interest, e.g. a visit to a cup final.
   v. There may be opportunities to develop a project and to enter a competition. Such events can enhance the image and reputation of individuals and of the School.
2. To allow practice for school teams/trials/auditions/performances, etc.
3. To allow non-specialist staff/parents/others with a particular interest or talent to offer their experience and/or time to broaden and enrich the Curriculum offered to the pupils.
4. To allow pupils of different ages and abilities to interact.
5. To allow pupils and staff to interact in a somewhat less formal manner. This can improve pupil/staff relationships in the classroom.

Principles

1. All staff are committed to offering a variety of extra-curricular activities and clubs wherever and whenever practicable considering the restraints of staffing, costs and time.
2. The extra-curricular activities and clubs should be open to all pupils and must be organised with this in mind.
3. All extra-curricular activities and clubs must be organised with the safety of participants as the major consideration. It must comply with LA guidelines and school policy.
4. Staff and pupils should be aware of any itinerary, contingency plans, First Aid facilities, emergency phone numbers, etc.
5. Non-teacher supervisors must be informed as to their role. It must not be assumed that all adults know what to do and when to act.
6. Parents must be fully informed of the nature of the extra-curricular activity or club and the working conditions, e.g. near rivers or main roads, any work not directly supervised and the name of the member of staff in charge of the extra-curricular activity or club. Parental permission must be granted for the activities outlined in the letter and the forms retained by the teacher.
7. If transport by minibus is involved staff must have regard to, and comply with, the school policy.
8. If the extra-curricular activity or club has events that take place during normal school hours then the school community need to be informed of dates and numbers involved. Those informed must include all teaching staff and kitchen staff (two weeks prior to the activity if large numbers of pupils are involved). The office must have all relevant details and copies of letters issued.
9. All staff should have the option to take part in the extra-curricular activities or clubs. If for any reason they do not wish to participate they should be prepared to support their colleagues by, e.g. providing cover for them.
10. The results of the extra-curricular activity or club, including photographs, could form the basis of display work.
11. For educational visits off site staff must ensure that the venue, organisation concerned and the transport company are all reliable, legal and safety conscious and that all necessary risk assessments are carried out. (See policy)

Visitors/Guests

At times we are able to utilise visitors to the School as a valuable learning resource. We value their contribution and welcome the opportunity to draw upon the wider community. Governors, staff and pupils are aware that they do not have unrestricted rights of access to the School. However, some individuals such as OFSTED and Health and Safety Executive inspectors have a statutory right to enter the School for certain purposes but they should always follow the visitor guidelines. Difficulties may arise with visitors who are not accustomed to the School and the need for security procedures. In order to satisfy our security procedures all visitors should adhere to the following procedure:

1. Visitors should be given advance notice of the composition of the audience/target group and an idea of how their contribution fits into the scheme of work.
2. In order to inform the visitor of the precise requirements of a group it is advisable for the group to draw up questions in advance and these should be forwarded to the visitor. This will make the experience more relevant and facilitate planning.
3. Reception/Office should be informed of the date and name of the visitor.
4. Where applicable, refreshments should be arranged with the catering staff.
5. The visitor should be made to feel welcome in school.
6. At the office the visitor will 'sign in' and will then be escorted to the appropriate venue.
7. At the end of the session a vote of thanks should be given by a pupil and the visitor escorted to Reception/Office before the pupils are dismissed.
8. After the visit the visitor will 'sign out' and will then be escorted to the exit.
9. A written acknowledgement of their contribution may be sent to the visitor, this will be at the discretion of the member of staff involved in the visit.

N.B. Staff should also refer to the School's policy on 'Educational Visits'.

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