



## **Extra-Curricular Activities**

### **Guidance for parents, children and club leaders**

Droxford Junior School want to ensure children have the opportunity to enjoy extra-curricular activities in a safe environment. This policy is designed as an agreement between all parties involved.

The school will;

- Use a fair system to offer clubs to all children, endeavouring to ensure all children can attend at least one club per term of their choice.
- Advise parents and children as soon as possible of any cancellations and postponements of clubs by text/ phone.
- Prepare registers and when these are returned, promptly check to see if any unregistered child were absent or left during the day. If there are any unexplained absences these will be highlighted and followed up as a priority.
- Support club leaders with any behaviour issues which may occur.
- Expect positive behaviours set out in both the 'Home School Agreement' and behaviour policy.

Parents will;

- Prior to the club starting, notify the school office of any planned club absences (even if you have contacted the club provider/ class teacher).
- Make payments to the provider, either through the school office or directly.
- Arrive promptly to collect their child. In the occurrence that they are running late the school office should be notified so the child can be kept in the school reception.
- If any information on the booking form changes, parents should notify the school office of these as soon as possible.
- Provide their child with appropriate clothing to meet the needs of the activity and weather.

Children will;

- Arrive promptly, go to your clubs meeting point straight after being dismissed from class.
- If arriving late, go straight to tell the club leader before doing anything else. If you arrive after the register has been taken you may be sent to the school office.
- Listen and respect the club leader if you are given instructions, this will help to ensure you and others have a safe and enjoyable session.
- Apply the Droxford Junior School core values to your after school activities.
- Do not leave the club until you are dismissed by the club leader.

Club leader will;

- Return the register within 5 minutes of the club starting.
- Know who you have in your club and where they are at all times.
- Seek support of the school with any behaviour issues that may occur.
- Ensure that your club finishes promptly and that pupils are dismissed with the agreed parent/ guardian.
- Respect school equipment and notify the school of any damage as soon as it arises.
- Provide the school with required documents. (DBS, insurance, qualification certificates, etc.).