

Staines Preparatory School



Extra-Curricular Policy

September 2024

Staines Preparatory School is committed to offering pupils the opportunity to take part in an interesting and varied extra curriculum timetable. We offer a range of activities, including sporting, musical and creative, to suit all ages and abilities. These clubs are an extension of learning as well as an opportunity for children to have fun and socialise with their class friends and peers. We are fortunate to be able to offer a mixture of both teacher led clubs and those run by external, qualified coaches.

Clubs are requested via the School Cloud booking system, which works on a preference basis for initial allocation in the Autumn Term, allocating based on pupil's first, second and third choice. Subsequently where skills are built upon (e.g., Chess, Judo, Tennis) club places are automatically carried forward unless withdrawn from. When pupils do not get a place in their chosen club parents can request they are placed on a waiting list. When places become available, the next pupil on the waiting list is offered the place.

Please see below the clubs which we currently offer:

MONDAY					
	Time	Club	Year Group	Run By	Location
Day	12:10-12:40	Concert Band	Yr 3 - 6	Carrita Waddington	Music Room
Lower School	15:30-16:15	Chelsea Football	Yr 1 & 2	Elliot Dandridge	Field/ PRH2
	15:30-16:15	Judo	Yr 1 & 2	Ollie Fricker	PRH1
Upper School	16:15-17:00	Chelsea Football	Yr 3 & 4	Elliot Dandridge	Field/ PRH2
	16:15-17:00	Judo	Yr 3 & 4	Ollie Fricker	PRH1
	17:00-17:45	Judo	Yr 5 & 6	Ollie Fricker	PRH1
	16:00-17:00	STEAM	Yr 3 - 6	Hannah Miles	Science
	16:00-17:00	Revision Club	Yr 6	Andrea Reader	F8/B7
TUESDAY					
	Time	Club	Year Group	Run By	Location
Day	08:00-08:30	Gymnastics	Yr 3 - 6	Laura Quinn	PRH2
	12:10-12:40	Chamber Choir	Yr 4 - 6	Carrita Waddington	Music Room
Lower School	15:30-16:00	Computer Club	Yr 2	Verinda Ubhi	DLS
	15:20-16:00	Creative Club	Reception	Rec teachers	Rec Classrooms
	15:30-16:15	Make & Create	Yr 1 & 2	Y1 teachers	Y1 Classrooms
Upper School	16:00-17:00	Computer Club	Yr 5 - 6	Verinda Ubhi	DLS
	16:00-17:00	Golf	Yr 3 - 6	Jesse Atiase	PRH2
	16:00-17:00	Sketch Club	Y6	Frances Record	ADT Room
	16:00-17:00	Table Tennis	Yr 3 - 6	Reece Collins	PRH1
WEDNESDAY					
	Time	Club	Year Group	Run By	Location
Day	08:00-08:30	Badminton	Yr 3 - 6	Kelly Roberts	PRH
	12:10-12:40	Debating	Yr 6	Sam Sawyer	F8
	15:30-16:00	Construction Club	Reception	Sam Sawyer	J5
	15:30-16:00	Book Club	Yr 1 & 2	Shaiema Miah	Y2 Classrooms
	15:30-16:15	Ballet	Rec - Yr 2	Abigail Cova	J9
Upper School	16:00-17:00	Cricket	Yr 3 - 5	Nick Harman	AWC/ PRH
THURSDAY					
	Time	Club	Year Group	Run By	Location
Day	08:00-08:30	Gymnastics	Yr 3 - 6	Laura Quinn	PRH2
	12:40-13:10	LS Singers	Yr 1 & 2	Hannah Miles	Music Room

	12:10-12:40	US Singers	Yr 3 - 6	Carrita Waddington	Music Room
Lower School	15:30-16:00	Chess	Yr 1 & 2	Domenico Napolitano	J6
	15:30-16:15	Bollywood	Rec - Yr 2	Krishma Gola	J9
	15:30-16:15	Tennis	Yr 1 & 2	Zak Beharie	PRH
Upper School	16:00-17:00	Computer Club	Yr 3 & 4	Verinda Ubhi	DLS
	16:00-17:00	Cooking	Yr 3 & 4	Jane Cade	Home Ec.
	16:05-17:00	Chess	Yr 1 & 2	Domenico Napolitano	B5
	16:15-17:00	Tennis	Yr 3 - 6	Zak Beharie	PRH
	16:00-17:00	Art & Design	Yr 3 - 6	Hollie Cleary	Y3 Classrooms
FRIDAY					
	Time	Club	Year Group	Run By	Location
Day	08:00-08:30	Dodgeball	Yr 2 - 4	Gareth Morgan	PRH
	08:00-08:30	Netball	Yr 5 & 6	Kelly Roberts	PRH/ AWC
Lower School	15:30-16:30	Sports Club	Rec & Yr 1	Luke Sewell/ Bradley Hanks	PRH1
Upper School	16:15-17:00	Boxing	Yr 3 & 4	Reece Collins	PRH2
	17:00-17:45	Boxing	Yr 5 & 6	Reece Collins	PRH2
	16:00-17:00	MN Film Making	Yr 3 - 6	Lucy Foley	Music Room

We also offer individual music lessons (30 minutes per lesson), which are held during the school day on a 3-week rotational timetable to ensure children do not always miss the same lesson. Fees for these lessons are set in conjunction with the peripatetic staff. We currently offer Cello, Cornet, Trumpet, Trombone, Tuba, French Horn, Drums, Guitar, Piano, Singing and Violin, Viola.

The Aims of the Policy

Enable pupils to try a range of activities that will help them choose leisure activities for adult life.

Provide a range of learning opportunities outside the classroom environment.

Enable pupils to have fun.

Encourage pupils to develop friendships with other age groups in the school and work together.

Extra Curriculum Procedures

After-school activities are run before and after school, with a small number at lunchtimes. An attendance register is completed for each club. An up-to-date list of current clubs and the pupils who attend is available to staff electronically and in register format. Registers are returned to the school office at the end of the club. Only the pupils on the register should attend the club.

A member of school staff is available until all clubs have finished in case of emergency and to ensure that all children have safely exited the premises at the end of the clubs. All staff who run the clubs must produce up to date DBS, Insurance and Safeguarding certificates. The school asks clubs for details of first aid training and certification however the school keeps suitably qualified first aiders on site until all children have left site each day.

For any clubs with children present with severe allergies the club leader will be issued with a school radio and will contact the SLT duty officer if medication is required

If an after-school club is cancelled, office staff should be informed as soon as possible so that parents can be contacted via email to collect their children. If the club is cancelled on the same day this notification will be sent by text. If parents are unable to collect, the children will be looked after by a member of staff until parents arrive.

There is a maximum number of places on offer and the school reserves the right to withdraw a Pupils' place at a club should there be a breach of rules by child or parent.

Equal Opportunities

Clubs are offered to all pupils.

Clubs are offered on a preference basis to allow all children to get at least one club they have selected. A member of staff should always be on site to support children with individual needs. A list of pupils with individual needs and health issues is kept by those running the club.

Health and Safety Considerations

All club leaders should have regular reminders for the following:

- Procedures in case of fire.
- Rules for moving around the school buildings, including going to the toilet.
- Behaviour expectations.
- The expected duration of the club and collection arrangements.
- They have the medical details for children with severe allergies attending the club.
- They are familiar with the school's health and safety policy
- They have submitted the appropriate risk assessment for their club.

Charges for Clubs

The cost of each club is clearly outlined when parents sign their child up for the club. Clubs are billed on a termly basis with the opportunity to withdraw from and add additional clubs made available to parents at the end of each term. Individual music lessons are charged directly by the music tutor and Music Terms and Conditions are issued (these are different from the Schools T&C's).

Wraparound Care

Wraparound care is provided in the mornings (Early Birds) and after school (Afternoon Owls). This is booked through the School Cloud system for each half term and invoiced on a half-termly basis.

Complaints Procedures

If there is a concern about a club, the Headmistress will raise this with the club leader. If the club leader has a concern, they should talk to the Headmistress. If a third party complains, the Headmistress will deal with the complaint and attempt to resolve the situation. If this is not successful, the concern will be taken to the governing body.

The School has a separate Complaints Policy.

Monitoring & Evaluation

It is essential that the Extra Curriculum Activities are constantly reviewed, and areas of improvements are identified. Only then can the school be able to respond to current needs and anticipate future needs. This will ensure the highest levels of satisfaction is achieved among the whole school community. Annually, clubs are observed by SLT or teachers with appropriate understanding of the activity being carried out.