



St Michael's
C.E. Primary School

After School Club Policy

Last reviewed: September 2026
Next review due: September 2027



"Courage to Flourish in the Love of God"

Our Theologically Rooted Christian Vision



Courage to Flourish in the Love of God

"I have come that [you] may have life, and have it to the full" (John 10:10)



*"Be strong and courageous... the Lord your God will be with you
wherever you go." (Joshua 1:9)*

These biblical texts underpin our vision summary, 'Courage to Flourish in the Love of God'. Jesus' words from the New Testament describe his desire for everyone to be a full and flourishing version of their created selves, experiencing life in all its vibrant fullness, individually and in community. Our ambition is for everyone to encounter this fullness through the life and work of the school, whatever their background, beliefs or circumstances. God's words to Joshua from the Old Testament illustrate how life, and learning, can be challenging, bringing setbacks and discouragement. These words inspire us to keep on going in those circumstances, confident that God watches over us and walks beside us.

The joining of these biblical texts is meaningful for the particular circumstances of our school community. It gives coherence to our aspirational vision that will grow courage and resilience as enablers of 'life in all its fullness' for everyone. To support our vision, we have seven overarching Christian values:

COURAGE



Phillippians 4:13

"I can do all things
through him who
strengthens me."

HOPE



John 1:5

"The light shines in
the darkness, and the
darkness has not
overcome it."

LOVE



1 Corinthians 13:4-8

"Love is patient and kind...
it does not rejoice at
wrongdoing but rejoices
with the truth."

FORGIVENESS



1 John 1:9

"If we confess our sins,
he is faithful and just
and will forgive us"

TRUST



Proverbs 3:5-6

"Trust in the Lord with all your
heart and lean not on your own
understanding; in all your ways
submit to him, and he will make
your paths straight."

COMMUNITY



Hebrews 10:24

"Let us be concerned for
one another, to help
one another to show
love and to do good."

THANKFULNESS



1 Thessalonians 5:18

"Be thankful in all
circumstances, for
this is God's will for you"

1. Aims

St Michael's Church of England Primary School provides a range of after-school clubs to extend pupils' experiences beyond the classroom and support their personal development, wellbeing and enjoyment.

The After School Club provision aims to:

- provide a safe, welcoming and inclusive environment after the school day;
- offer a broad range of sporting, musical, creative and enrichment opportunities;
- help pupils develop confidence, interests, friendships, teamwork and new skills;
- promote positive wellbeing, active participation and a sense of belonging; and
- ensure that pupils are appropriately supervised and safeguarded at all times.

The provision reflects the school's vision, Courage to Flourish in the Love of God, by enabling pupils to explore their talents, participate with confidence and flourish within a caring and inclusive community.

2. Scope and Organisation of the Provision

This policy applies to after-school clubs organised by the school, whether led by school staff or by an approved coach, instructor or provider commissioned or approved by the school to deliver a school-organised club.

The school operates separate policies for Breakfast Club and After School Clubs. Each policy applies specifically to the provision it covers, while both operate in accordance with the school's wider policies and procedures, including safeguarding, positive relationships and behaviour, health and safety, first aid, medical needs and inclusion.

The range of after-school clubs changes during the year. Current clubs, eligible year groups, days, times and booking arrangements are communicated to families through Arbor and the school website.

School-run clubs normally begin at the end of the school day and usually operate from 3:15pm until 4:15pm, unless a different finish time is communicated to parents and carers in advance.

School-run extra-curricular clubs are offered free of charge unless parents and carers are explicitly informed otherwise.

Additional wraparound childcare offered by independent external providers is separate from the school's after-school club offer. Those providers operate under their own policies and procedures; the school's agreed safeguarding and handover arrangements apply while pupils are being transferred on school premises.

3. Booking and Attendance

Parents and carers must complete the required booking and consent arrangements for each club through Arbor or the system identified by the school.

The school is committed to ensuring equitable access to enrichment opportunities. Pupils eligible for Pupil Premium and pupils with SEND are given the first opportunity to access after-school clubs, where the club is appropriate for their age group and needs. Remaining places are then made available to other eligible pupils.

Places may be limited according to staffing, the activity, the venue and the relevant risk assessment. Where a club is oversubscribed, remaining places will be allocated fairly using the arrangements communicated for that club.

Where a booked place is no longer required, parents and carers should cancel the booking or notify the school as soon as possible so that attendance information remains accurate and, where appropriate, the place can be offered to another pupil.

Parents and carers are responsible for ensuring that the school has current emergency contact, medical and other relevant information for their child.

4. Registration and Handover at the End of the School Day

A register of pupils attending each club is taken at the start of every session. Every pupil must be accounted for before the activity begins.

Pupils are transferred from the school day to the member of staff, coach or instructor responsible for the club in accordance with the arrangements for that activity.

If a pupil who is expected at a club does not arrive, the club leader will make prompt checks with the class team and/or school office so that the pupil's whereabouts are established.

Pupils must not leave the club or move to another area of the school without the knowledge and permission of a member of staff.

5. Collection and Late Collection

Pupils must be collected promptly at the end of their after-school club by a parent, carer or other authorised adult.

Pupils are not permitted to walk home independently from an after-school club, even where they normally have permission to walk home independently at the end of the school day.

Parents and carers should inform the school if someone different from the usual authorised adult will be collecting their child.

If a parent or carer is unable to collect their child at the agreed time, they must contact the school as soon as possible.

Where a child has not been collected at the end of the session, the school will contact parents or carers in the first instance, followed by the additional emergency contacts held by the school.

If contact cannot be made, or there are any concerns about the child's welfare, a member of the Senior Leadership Team and/or the Designated Safeguarding Lead will be informed immediately and the school's safeguarding procedures for an uncollected child will be followed. Where necessary, this may include contacting Children's Social Care or the police.

Repeated late collection will be discussed with the parent or carer and may result in a meeting with a member of the Senior Leadership Team. Where late collection continues despite support and communication with the family, the school reserves the right to review or withdraw the child's place at the after-school club.

6. Safeguarding

The school's Child Protection and Safeguarding Policy applies fully during all school-organised after-school clubs.

All adults have a responsibility to safeguard and promote the welfare of pupils. Staff, coaches and instructors will:

- maintain active and appropriate supervision;
- ensure that an accurate register is maintained;
- follow the school's procedures for reporting safeguarding concerns;
- report concerns immediately to the Designated Safeguarding Lead or a Deputy Designated Safeguarding Lead;
- ensure pupils do not leave the provision except through the agreed collection arrangements; and
- ensure pupils are handed over safely at the end of the session.

Adults leading clubs will know who the school's Designated Safeguarding Leads are and how to contact them. A Designated Safeguarding Lead or Deputy Designated Safeguarding Lead will be on site or contactable through the school's agreed arrangements while school-run clubs are operating.

Where an external coach, instructor or organisation delivers a club on the school's behalf, the school will obtain appropriate assurance regarding safer recruitment, DBS checks, safeguarding expectations and any relevant qualifications. External adults must follow the school's safeguarding, emergency and site procedures while working with pupils.

7. Staffing and Supervision

Clubs will be staffed appropriately according to the number, age and needs of pupils attending, the nature of the activity, the venue and the relevant risk assessment.

Adults leading clubs will:

- provide active and appropriate supervision;
- maintain a safe, positive and inclusive environment;
- be aware of relevant medical, SEND and safeguarding information on a need-to-know basis;
- hold any specialist qualifications required for the activity;
- understand the school's fire, evacuation and lockdown procedures; and
- ensure that pupils are collected in accordance with the agreed collection arrangements.

A trained first aider will be available on site and a first aid kit will be accessible during club sessions.

8. Behaviour and Activities

The school's Positive Relationships and Behaviour Policy applies during after-school clubs.

Pupils are expected to:

- treat others with kindness and respect;
- follow reasonable instructions from staff, coaches and instructors;
- participate safely and appropriately in the activity;
- respect equipment, resources and the school environment; and
- behave in a way that supports the safety and enjoyment of others.

Positive behaviour will be promoted through clear expectations, encouragement, praise and adults acting as positive role models.

Where there are ongoing concerns about a pupil's behaviour, staff will work with the pupil, parents or carers and relevant school leaders to identify appropriate support and reasonable adjustments.

Where behaviour presents a significant or continuing risk to the pupil or others, the school may temporarily suspend or withdraw the pupil's place in the club. In a serious incident, parents or carers may be contacted and asked to collect the pupil immediately. Any decision about a

club place will be made proportionately and is separate from the statutory arrangements for suspension or exclusion from school.

9. Inclusion and Additional Needs

The school is committed to ensuring that after-school clubs are inclusive and accessible to all eligible pupils.

The school will make reasonable adjustments, where appropriate, to support pupils with:

- SEND;
- medical needs;
- disabilities; or
- other additional needs.

Relevant information will be shared with club staff on a need-to-know basis so that pupils can be supported safely and effectively. Staff will be made aware of any relevant individual healthcare plans, risk assessments or agreed support arrangements.

Staffing arrangements will be considered carefully to ensure that the needs of pupils attending the club can be met safely and appropriately.

The school may also provide targeted after-school clubs specifically for pupils with SEND, giving pupils additional opportunities to participate in enrichment activities within a supportive environment. These clubs complement, rather than replace, pupils' access to the wider after-school club offer.

Parents and carers should discuss any specific support needs with the school so that appropriate arrangements can be considered before their child attends a club.

10. Medical Needs and First Aid

The school's Supporting Pupils with Medical Conditions Policy and First Aid procedures apply during after-school clubs.

Staff will follow individual healthcare plans and emergency procedures where relevant. Required emergency medication must be available in accordance with school procedures.

Parents and carers must ensure that the school has current information about their child's medical needs and emergency contact details.

Accidents, injuries and significant medical incidents will be recorded and reported in accordance with school procedures. Parents and carers of a pupil who becomes unwell during a club will be contacted as soon as possible.

11. Health, Safety and Risk Assessment

After-school clubs operate in accordance with the school's Health and Safety Policy, Online Safety Policy, emergency procedures and relevant risk assessments.

Risk assessment and planning will consider, as appropriate:

- the activity, equipment, venue and any specialist risks;
- staffing, supervision, registration and collection arrangements;
- medical needs, first aid, emergency medication and SEND adjustments;
- toilets, movement around school and site security;
- outdoor activities and weather conditions; and
- fire, evacuation and lockdown procedures.

Equipment and spaces will be checked as appropriate before use, and any defects or hazards will be addressed promptly.

The school may cancel or amend a club where weather, staffing, premises issues or another circumstance means that the session cannot operate safely. Parents and carers will be informed as soon as reasonably practicable.

12. Toilets and Movement Around School

Pupils attending after-school clubs will use the designated school toilets for the area in which the club is operating.

Movement around the school will be supervised appropriately for the age and needs of the pupils. Pupils must not access areas of the school that are not part of the club arrangements without staff permission.

13. Communication with Parents and Carers

Important information about after-school clubs will be communicated through the school's usual systems, including Arbor and the school website.

Information for each club will include, as appropriate, the eligible year group, day, start and finish time, collection point, booking arrangements and any equipment or clothing required.

Parents and carers should notify the school of any changes to contact details, medical information, collection arrangements or other information that may affect their child's safe participation.

Concerns or complaints relating to school-organised after-school clubs will be managed in accordance with the Trust Complaints Policy.

14. Monitoring and Review

The provision will be monitored by school leaders to ensure that after-school clubs continue to operate safely, inclusively and effectively.

Monitoring may include:

- attendance, uptake and pupil feedback;
- safeguarding, welfare, inclusion and access;
- staffing, supervision, behaviour and incidents; and
- relevant risk assessments and operational arrangements.

Risk assessments will be reviewed regularly and following any significant incident or change to the provision.

This policy will be reviewed annually, or sooner where there is a significant change to the provision, legislation or school procedures.