



*Nurturing &  
growing together*

## **GOVERNORS OF STAR PRIMARY SCHOOL**

### **Out of Hours Learning Policy**

#### **School Mission Statement:**

*At Star Primary School we believe that everyone is equally loved and accepted.*

*Acknowledging the diversity of our community, we...*

- Provide a broad and balance curriculum encouraging every child to take the opportunity to achieve their full potential;*
- Nurture positive home, school and community relationships;*
- Promote tolerance and respect for all people and the world we live in.*

By order of the Governing Body of Star Primary School

(Signed) \_\_\_\_\_ Dated \_\_\_\_\_  
(Head Teacher)

(Signed) \_\_\_\_\_ Dated \_\_\_\_\_  
(Governor of Safeguarding Group)

**Policy Date: February 2017**

**Review Date: February 2020**

## **What is Out of Hours Learning?**

The DfEE defines it as:

‘...learning activity outside normal lessons which young people take part in voluntarily. Study is ... an inclusive term, embracing many activities, with many names and guises. Its purpose is to improve young people’s motivation, build their self-esteem and help them become more effective learners. Above all it aims to raise achievement.’

### **Our aims and objectives:**

- To ensure that the whole potential of the whole child is supported and developed through a range of physical, cognitive and social and emotional experiences.
- To celebrate the many talents of our staff and wider community and allow time and space for these to be shared.
- To enable children to extend their out of hours learning beyond the range of the national curriculum.
- To ensure that children take pride in their school and view it as a part of their community.
- To enable children to have further experiences with topics and activities that they enjoy or are good at.
- To help all children to enjoy a *positive experience* of school life.
- To raise the general level of achievement and build on the work undertaken in school time.
- To enable families and the wider community to have a place in our school.

### **Benefits to our pupils:**

Out-of-hours activities can provide our pupils with opportunities to:

- **Harness their full potential through a range of physical, cognitive and social and emotional experiences.**
- Increase their participation in physical activity and improve fitness levels.
- Extend and further their knowledge, understanding and skills developed within curriculum time.
- Experience activities not included within the curriculum that may highlight strengths and build confidence and self-esteem.
- Begin to specialise in specific activities.
- Make **independent** choices and decisions about their participation.
- Take part in activities for a variety of different reasons (e.g. for recreation, fun, competition, social).
- Socialise with pupils from different classes/year groups and make new friends.

### **Benefits for Star Primary School**

Out-of-hours activities can provide our school with opportunities to:

- Involve and increase the participation levels of all members of the school community (staff, parents/carers, governors as well as pupils).
- Raise the profile and awareness of the importance of physical activity within the school and local community.
- Raise the status of the school (e.g. through publicity of the activities and events organised, achievements of pupils).
- Celebrate pupils’ work and achievements.

## **Out of Hours Provision within Star**

Provision needs to be targeted in a specific way as to provide opportunities to the maximum number of children and to those that would benefit the most.

These children include:

- Those that have limited opportunities outside of school.
- Those who would benefit from working within a more informal environment with familiar members of staff.
- **Those whose physical, cognitive and social and emotional skills could be further developed.**
- Those who would gain from widening their social circle.
- Gifted and talented cohort.

### **Implementation of provision:**

1. The range of clubs must be as wide and as varied as possible providing a broad base of experiences.
2. Clubs need to be planned and considered from a whole school perspective.
3. There should be opportunities for staff to share between them, expertise and knowledge.
4. Children should progress between year groups and have the opportunity to continue activities and learn new ones.
5. When children progress into a new year group, information about their previous achievements should be shared with their new teachers.
6. All activities provided should be well considered in advance taking into account any health and safety issues and a risk assessment completed if there is one not already completed for the area/activity involved.
7. At every session a register of the children attending needs to be taken.
8. All clubs need to be adequately resourced.
9. Where appropriate children should be encouraged as part of their activities to participate in events in the local community such as tournaments. In such cases, the school's guidelines for taking children on school trips must be observed and followed.
10. Out of Hours Learning can be used by members of staff for continuing professional development and qualification.
11. When considered appropriate, Star should encourage the use of external expertise, including parents.
12. These providers, paid or unpaid, are subject to the same child protection procedures as all staff.
13. Out of school provision needs to be considered of equal importance to lessons and treated as such by both staff and children.

## Where do Out of School Hours clubs take place?

Most clubs use classrooms, the playground, hall, Star Field or Eastlea field.

## When do clubs run?

### Monday-Friday

Before School            8:00 – 8:45

Lunch times            According to the lunch time of the year group is run for.

After School            3:15 – 4:15

## How to set up a club?

1. The children that will attend your club need to be identified. How this is done will be determined by the nature of the club. It can be by academic achievement, trials, a random selection, or any other pupil characteristic such as attendance or behaviour. **Please when identifying the children consider the SEN and G+T registers.**
2. Discuss your plans with the Out of Hours Learning Coordinator.
3. The Out of Hours Learning Coordinator will arrange your club within the timetable of activities.
4. Pupils will be identified to 'invite' to your club if targeted pupils e.g. G&T, SEN, FSM, LA. Places will be reserved for them if they wish to attend.
5. CLUB LAUNCH: At the beginning of the year, all pupils attend the Clubs Launch assembly. Following this a school 'Out Of Hours Learning' brochure is sent home to the parents including the Star Primary 'pledge'.
6. The 'pledge' must be signed and returned by the parents.
7. Class teachers will collect the pledges and send pupil's choices electronically to the 'Out of Hours Learning' Co-ordinator. They will collect the pledges for safe keeping at a later date.
8. The OHL co-ordinator will organise registers.
9. **Confirmation slips are then sent home to pupils parents informing them about which club their child is attending.**
10. Any pupils who DO NOT return their slips within the deadline will need to wait until clubs begin to sign up at the school office if spaces are available or be placed on the waiting list if the club is full.
11. In order for the school to try and identify need and measure impact of Out of Hours learning, registers must be taken every week. **Registers are ALL kept behind desk in office so that all staff have access to them.**

## **Resourcing:**

If your club needs resources you can:

- Speak to the member of staff responsible for leading a subject to see if there are resources in the school.
- Speak to your year group leader, or the leader responsible for the year group of the club.
- Speak to the Out of Hours Learning Coordinator.

## **Evaluation of impact:**

Pupil and parent evaluations:

- 1) At the end of each year, pupil evaluations are sent home for the child and parent/carer to fill out and return to school.
- 2) Club runners complete evaluations at the end of term.
- 3) Out Of Hours Learning Coordinator will collect evaluations and analyse the feedback.
- 4) A school display will celebrate key successes and achievement.

## **Correlation against academic achievement:**

- A register of who attends a club is kept by the Out of Hours Learning co-ordinator.
- At the end of each year, this information will be transferred onto the whole school data in order to look for trends and patterns that may indicate where the attendance of a club has impacted on their academic achievement and/or attendance.

## **Personal, social and emotional development:**

Discussions at the end of term should take place between the club runner, class teacher and Out Of School Hours Learning coordinator to assess for progress in a pupil's confidence, self-esteem, communication skills (EAL children) or social skills.

## **Club Rules**

- Clear expectations for your club should be explained in the first session. Children should be made aware that they need to attend every week and that if they miss three consecutive weeks without good reason they will lose their place at the club and not be allowed to join another club for the next half term. If this circumstance arises, please inform the out of hours learning co-ordinator (Mrs Spencer) who will liaise with the class teacher and parents ensure that pupils understand they will not be allowed to return and the space will be offered to pupils on the club waiting list. Children signed the pledge as proof of a commitment to their chosen club.
- If the club involves physical activity then children need to dress appropriately (PE kit or sport specific clothing). If an adult is present then children can start to get changed as soon as school finishes.
- All clubs are allocated a meeting point, where children will be met by an adult and escorted to their club location. This information will be given to all teachers and club providers before the first week of clubs.

- A club register must be taken at the start of the club. This information will be used to monitor attendance of activities and also to measure impact of participation by comparing it with child attainment in class. The information also provides evidence that is used to apply for additional funding; this subsidises residential trips, the external providers that come into school and can assist in the purchase of resources for all clubs.

### **Cancelling a club:**

If you are a club provider and need to cancel your club session it is important that you follow the following steps.

**REGISTERS:** It is vitally important that an up-to-date register is kept in the 'Out Of Hours' folder in the office as it is important that we can monitor which children will be in school after school hours.

#### 1: Inform the Out of Hours Learning Co-ordinator

It is important that before cancelling a club, the Out of Hours Learning Co-ordinator is informed as cover may be able to be arranged.

#### 2: Inform children and their parents.

If a club must be cancelled then club leaders will need to inform the children and also ensure the parents are informed that the club has been cancelled via a letter. The template for this can be found in club registers and on the MLE.

**TEXTING:** If required (e.g. cancelled at short notice) a text message can be sent from Star Primary to parents who own mobiles, explaining that the club has been cancelled. Please inform the Out of Hours Learning Co-ordinator and they will arrange to send these for you.

**Please note:** Staff **MUST** be notified before 12pm so that they have time to contact the parents via text.

#### 3: Inform '6 O'clock club' club.

If you have been unsuccessful in informing some parents (for example they are at work or not answering their phones) then '6 O'clock Club' need to be made aware that they may have some extra children staying with them. You will need to give them a list of the names of these possible children.

#### 4: Confirm when the club will start again.

If your club will be cancelled for a number of weeks then children and parents will need to be aware when the club will resume. Please send a slip/letter home with the children with the date the club will re-start.

### **Celebrating a club?**

- Star should be proud of the activities it offers the pupils and should celebrate achievements wherever possible. This also encourages the children to strive towards a goal.
- Please use display boards, notice boards and assemblies. There may also be the opportunity to hold performances where parents can be invited to attend.
- 'Bronze, Silver, Gold' attendance awards to celebrate commitment and attendance to clubs will be given out at a termly celebration assembly. These will be awarded on the basis of the number of

sessions attended. The child who has attended the most sessions in the entire year will be awarded as the 'Clubs Champion' with a trophy.

- The school has a newsletter where details of your club could be added. This could be used for announcements of achievements within clubs and advertising spaces that may be available.
- Be aware of links beyond the school. Participate in a league or annual event.
- Ensure that the right people know about your club. The Out of Hours Learning coordinator, the relevant subject leader and your year group leader. These people regularly come across ways to celebrate your club, often through links with Newham primary schools, Newham secondary schools and other agencies, sometimes beyond the borough.

## **Health and Safety**

It is the responsibility of the club leader to maintain an accurate register for your club.

Children should not be left unattended. If running an after school club therefore, it is important to think about where the children should meet. Each club will be designated a meeting point and clubs leaders should ensure they are there to meet these pupils, or have arranged cover if they cannot get there on time. **Children should not be left unattended in an empty classroom.**

There are first aid boxes throughout the school, please ensure that you know where the nearest one to your club is kept. If a serious first aid incident develops then some members of 6 o'clock club are first aid trained. Please ensure you are aware of who these people are.

Please keep all valuables safely.

At the end of your club it is your responsibility to make sure that all children have safely left the building. Any children left late after 4.30pm will be sent to 6 o'clock club and charged for their attendance (see left children policy for full details).

## **Behaviour**

Pupils are expected to uphold the high standards of behaviour expected throughout the school day. Behaviour rules and expectations are set out in the clubs booklet sent home to all pupils, parents and teachers at the beginning of the academic year. This will be emphasised during the annual club launch assembly and all pupils must sign a pledge agreeing to abide by these rules if they wish to attend clubs at Star Primary.

In the instance that a pupil's behaviour is disruptive on a low level e.g. talking, not following instructions, etc. then club leaders should use verbal reminders of behaviour expectations and physical reminders e.g. a look, moving children apart, etc. If pupil's behaviour continues to be disruptive then pupils should be given a warning, reinforcing what is expected of them. After a second warning is given, club leaders should ask pupils to take a 'time out' for 3 minutes. This should be in a position where a child can still watch what is going on in the club and be monitored by the club leader.

Following these procedures, if a child's behaviour does not improve, club leaders should liaise with the out of hours learning co-ordinator (Mrs Spencer) to inform them of the problems arising. This is also the case if a serious incident arises, that could endanger any pupils or staff within the club. The out of hours co-ordinator will then take appropriate action to deal with the situation, liaising with the pupil involved, their class teacher and parents. If a decision is made that a child should not return to their club, all parties will be informed. **It is the responsibility of the out of hours learning co-ordinator or head teacher only to make this decision.** Club

leaders should not liaise with parents on this matter unless asked to do so by the OHL co-ordinator. The right to attend a club should not be taken away as a punishment for problems arising throughout the school day. A school behaviour policy is in place to be followed during curriculum time.