

Halifax Primary School



Clubs and Competitions Policy

Purpose	The purpose of Halifax Primary's Clubs and Competitions policy is to set out the procedures used in selecting pupils and delivering extra-curricular activities.
Audience	<ul style="list-style-type: none">• School Governors• Staff• Pupils & Parents
Policy Updated	July 2023

Aims of school clubs

We aim to provide extra high quality teaching and coaching opportunities for children during and after school hours. This allows the children to further develop their social, emotional and educational skills.

Children will:

- Have a greater understanding of health and fitness and opportunities to opt for physical activity to encourage a healthy lifestyle, when attending sports clubs.
- Learn and develop new interests, skills and talents eg. singing, music, cookery, art etc
- Show a desire to improve and achieve in relation to their abilities and aspirations
- Develop the appreciation of the concept of fair play, team play, honest competition and good sportsmanship when attending sports clubs.
- Understand safe practice and develop a sense of responsibility
- Promote self-esteem through physical competence and learning new skills

Activities that are available

The school provides excellent extra-curricular activities such as ukulele, football, dance, multiskills, choir and cookery delivered by staff and on occasions by outside specialists who are fully DBS checked. Clubs that are run by an outside organisation may incur a cost, however any costs are kept to a minimum. The range of clubs aims to offer the children the opportunity to perform in both competitive and non-competitive games and educationally learn new skills.

Costings/Fees

All club participants will be notified in advance of any fees that pertain to a particular club.

It is a requirement of any club charging fees that parents pay these promptly in full prior to their child/children attending the club. This will be the fees for the duration of the club and are non-refundable. In the event that the club is cancelled on a given week, then an additional day will be added to ensure the full entitlement is received.

If a parent is experiencing difficulty in meeting the full cost of the fees they should contact the school business manager as soon as possible. Our staff treat all matters confidentially and discussions are in private.

Clubs operated by Halifax Primary School will receive fee payments via the Arbor platform. Clubs provided by external agencies, such as ITFC, will arrange their own payment arrangements.

Selecting clubs protocol for Halifax Primary school

- The parents are given a deadline of when the club sign ups needs to be done by. Anyone after this date will not be considered unless there is a genuine reason for the lateness (illness for example).
- If the club is over-subscribed, then all the children are put into a randomiser wheel and the first 20 selected are in the club.
- If a child is unsuccessful, then the next club they sign up for they will be given a place and the others will be put into the wheel for the remaining places.
- This will only be yearly so therefore it starts fresh at the beginning of the academic year.



- Places will be offered to year groups at a time and changed each half term. Places will be given on a rota basis to ensure that all children have the opportunity to attend the club of their choice at some point during the academic year.
- Some clubs such as Football/Netball and Cricket due to the high competitive nature will be chosen by the class teacher and sports team.
- If a child doesn't attend the club 2 times within a half term (unless they are unwell and off school) then they will be replaced by somebody on the waiting list.
- If a child has poor behaviour during a club, then the adult will communicate with the parent/carer and inform them of any consequences for any further issues.
- If a child receives a Blue Behaviour Slip, then they will miss 5 school days of any lunchtime or extra-curriculum clubs/competitions. This will be communicated with the parents/carers and will come into place straight away.
- If a child receives a Red Behaviour Slip, then they will miss 15 school days of any lunchtime or extra-curriculum clubs/competitions.

General Information for running a school club

All parents/carers need to complete the request form on Arbor together with payment if required. Successful applicants will receive an email confirmation.

The school office manages all administration and registers for school clubs. The office staff and Headteacher are responsible for ensuring that all club leaders are aware of the school emergency and administration requirements and who their emergency contact is.

Children should wear appropriate clothing, where necessary eg. PE kit.

Parents/carers should be given reasonable notice before an event or competition.

If a club has to be cancelled, we will advise the parents of the child via Arbor as soon as possible.

Coaches in school clubs

The school has several specialists who are experts in their field. This helps to develop high quality PE and music within and beyond the curriculum time. To ensure good quality teaching and coaching from outside providers, we will:

- Check that coaches have the appropriate qualifications in their specialist subject and in coaching young people
- Check that coaches are of good character and suitable to work with children by following required safeguarding checks and procedures. A member of staff may attend the first session of each club to ensure that the adult in charge is suitable
- Give clear guidelines and support to coaches about health and safety procedures and school behaviour policy

Accident procedure

If an accident occurs, the club leader or assistant will make contact with the school office and will establish what assistance is required. First aiders are on site for the duration of all school clubs. The club leader will then supervise the pupils, whilst the clubs' qualified first aider, attends to the injured child's needs.

The incident will be recorded including the time and what happened by the club co-ordinator.



The club leader will inform the parent of the event, when they are collected. If the child is unable to continue the club, the club leader will decide whether to contact the child's parents by phone to be collected early or get them to sit quietly until the end of the class.

Collecting children after a club

Parents/carers should be aware of where and when to collect their children after the club has finished.

Any child not collected on time at the end of a school club will be brought to the school office where the club co-ordinator will contact parent/carer and wait with the child until they are collected.

Competitions offsite

Selection for competitions will be done by the Sports Coach/Teacher and children selected will be those that they think are suitable for the activity. Consideration will be taken when selecting and fairness to include those that are interested where possible. Most competitions are limited numbers and therefore not all children interested will be involved and there may need to be a trial for some oversubscribed competitions.

- Parents/Carers will need to complete a permission form sent via Arbor for the child to attend an offsite activity, this will include any further permissions for travel arrangements.
- Any members of staff transporting children to an event in their car will be fully insured with business insurance and ensure all safety measures are met on the risk assessment ie; seatbelts and booster seats where necessary.
- Each competition will have its own risk assessment carried out prior to an event and checked by Headship team and a copy left with the school office.