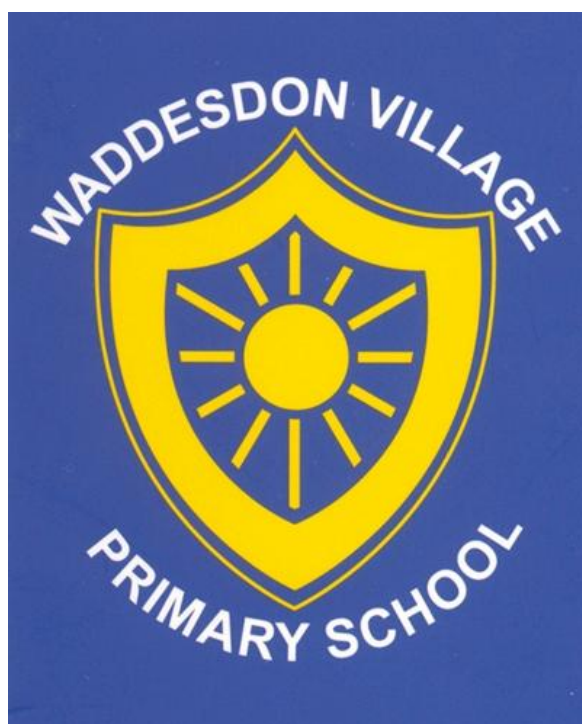


Extra-Curricular Activities Policy

Waddesdon Village Primary School – *a Pathway to Excellence*



Approved by: Laura Forchione

Date: September 2026

Last reviewed on: September 2026

**Next review due
by:** September 2029

1. Definition

For the purposes of this document, **extra-curricular** refers to those activities planned and delivered to pupils of the school, outside of the normal teaching day. This includes pre-school, lunchtime, after school, weekends and evenings. It does not include trips and visits.

2. Introduction

Waddesdon Village Primary School values highly the additional benefit to pupils of engagement in a wide variety of extra-curricular activities. These range from sporting activities through to music and the arts. These activities add value to the children's day at school and add value to the relationships between staff and pupils. They provide opportunities for children to develop, mix and succeed in ways that are not always available within the classroom.

Parents are able to request a space at a school-run club via Parentmail. Club attendees are then selected via a 'names out of a hat' process or, where appropriate, children may be pre-selected as a result of trials (e.g. football team). Where there is significant over-subscription, those children who have not attended the club previously, will be selected.

We do operate a 'no-spectator policy'. This does mean that school clubs run on the school site are not open to parents and carers. This helps us ensure the safety, focus, and comfort of all pupils, and maintains a consistent learning environment.

3. Making Arrangements

It is expected that all staff will be engaged in extra-curricular activity from time to time. Sometimes staff will run activities themselves, at other times with colleagues, parents or other providers. Clarity about who is **leading** the activity is important. Extra-curricular activities are coordinated to ensure there are no clashes in the use of space or 'competition' for children. Letters to parents should invite interest in the activity and permission given for children to attend. The information for parents should give as much detail as possible. Permission slips should be returned, via Parentmail, and a register drawn up.

4. The Children

Requirements:-

- ✓ parent permission
- ✓ appropriate medical information
- ✓ appropriate kit
- ✓ know arrangements for collection and club cancellation
- ✓ let organiser know if unable to attend
- ✓ children requiring support with changing will be supervised by the club leader or an appropriate member of staff. Parents/carers will not be permitted to attend school for the purpose of changing pupils for extra-curricular clubs. This arrangement helps maintain safeguarding procedures, minimise disruption, and ensure consistent supervision of all pupils attending clubs.

5. The provider / helper

The provider/helper must be:

- ✓ 'qualified' to undertake the activity (as appropriate)
- ✓ DBS checked
- ✓ aware of the medical needs of pupils.
- ✓ aware of any behavioural needs of pupils (as appropriate).
- ✓ complete weekly register
- ✓ ensure children know and follow arrangements for collection at the end of the club
- ✓ have due regard for health and safety procedures

6. The activity

The activity must be:

- ✓ appropriate to the age of children invited to participate
- ✓ well organised with good discipline
- ✓ well resourced in terms of appropriate equipment and materials
- ✓ completed on time for parents who are collecting pupils
- ✓ covered in the case of organiser's absence
- ✓ cancelled in good time for parental communications, if needed

7. Communications

The school office must hold details regarding activities. This will enable monitoring of activities to take place and ensures that the office can deal with enquiries from parents.