



King's College
The British School of Madrid

Soto de Viñuelas

EXTRACURRICULAR ACTIVITIES POLICY

Rationale

At King's College School, we aim to create a balanced curriculum which has breadth as well as depth. We seek to develop a child's full potential by fostering individual's talents and interests. An extra-curricular activities programme helps increase social awareness, social skills, group responsibility and empathy amongst peers.

Aims of the Extra-Curricular Policy

- To enable children to sample and enjoy a broad range of activities and pursuits.
- To allow children to extend their enjoyment of particular areas of learning through more in-depth study.
- To encourage children to develop friendships between age groups and build a cooperative ethos.

Objectives of the Extra-Curricular Policy

- To ensure that staff, pupils and parents are fully informed of procedures regarding Extra-Curricular Activities.
- To ensure that parents and outside providers are aware of their responsibilities.
- To provide a safe environment within the school.

Procedures

Our extra-curricular activities fall into the following categories:

Lunchtime Activities

- These normally run from 12:30 for the EYFS, 12.30 or 13.05 for Primary School and 13.50 or 14.35 for Secondary School.

After school Activities

- These occur on and off site; school will inform parents of timings and changes.

Lunchtime Procedure

- Pupils in EYFS, Year 1 and 2 to be collected from their class rooms by appropriate coach.
- Pupils in Primary School, from Year 3 upwards and Secondary School to meet coach in designated area for that specific activity.
- Pupils are not to be left unaccompanied at any time.
- Registers should be completed at the beginning of each activity.
- Pupils in EYFS School to be returned to class on time for registration by the appropriate coach.
- Pupils in Primary School and Secondary School are to be dismissed on time for afternoon registration in an orderly fashion, corresponding with school rules.
- Pupils, where appropriate are to be given a lunchtime activity pass, to allow them quick entry to the lunch hall.
- It is the responsibility of the pupil to remember the time, date and location of club. This information will be displayed in school; however staff are not required to remind children to attend.

After School Procedure

Before the activity commences:

- Coaches name, contact number and school phone number to be advertised to parents.
- Teachers to have access to club list on the school server.
- Clubs will be cancelled in agreement with school and parents notified in advance.

During the event:

- Each coach to have and take a register for each of their clubs at the start of each session.
- Register to have primary contact number for each pupil.
- Any pupils unaccounted for, coach to communicate with teacher and reception if required.
- Years 4 – 13 to meet coach in designated area for that specific activity and the complete register.
- All involved must maintain punctuality – pupils to the activity, coaches or teachers must keep to time, parents/ carers need to be on time to pick the pupils up. If there are special circumstances that prevent the above from occurring then all parties must be notified.
- King’s College School must be notified two weeks in advance of the end of term about any cancellations that might occur in the following term. This is to be done in written format – preferably via email.
- Any cancellations after this point will face the possibility of being charged for the next term.

Responsibilities

Parental

- To support the outlined procedures
- To communicate any changes in circumstances to both the school and outside providers in sufficient time.

Coaches and Club Leaders

- To support, approve and ensure every aspect of the policy is maintained.
- To liaise between interested parties – school staff, parents and pupils.
- To ensure good communication of the policy to all concerned.
- To communicate cancellation of a club due to unforeseen circumstances no later than one hour before the end of the school day.

The School

- To ensure safer recruitment procedures are followed in line with King’s Policy and that all adults involved in extra activities are subject to DBS and Criminal Records checks.
- To provide a variety of activities for pupils.
- To be inclusive of all age groups, abilities and gender.

Pupils

- To follow the school’s behaviour policy.
- To attend clubs regularly.

Created and Reviewed by: Michael Stearman January 2018	Policy Category:
Approved by KGB	Next Review: