**ONE INTERNATIONAL SCHOOL EXTRA CURRICULAR POLICY**

**INTRODUCTION**

ONE International School children have a core entitlement to a full curriculum and wherever possible, we make this broad, interesting and relevant. However, there are areas of learning that are not within the scope of the usual school day but which we recognise as being beneficial to our children. We aim to offer these extra opportunities through various types of provision delivered by school staff and external providers — all with a view to increasing the range of experiences that children have, enabling them to make informed choices for adult life.

**AIM**

By encouraging extra-curricular activities, we intend to:

* Enable children to sample a range of activities and pursuits that will help them choose leisure activities for adult life.
* Enable children to have fun and enjoy a broad range of activities.
* Enable children to extend their enjoyment of areas of learning through more in- depth study and activity.
* Encourage children to develop friendships between age groups, and work together cooperatively.

**BEFORE/AFTER SCHOOL ACTIVITIES**

Before/After-school activities run from 8am or 3.30pm. Permission slips and ONE I.S. Liability Release forms must be completed prior to any child attending a club/activity. A register will be kept of children attending with contact details. ONE I.S. school administrator will be available for the duration of the club/activity in case of an emergency and also to ensure that all children have safely exited the premises at the end of the club/activity. All external staff must have completed all appropriate staff checks and these must be logged on the school’s central tracking record as well as their individual staff files.

If a before/after school club is cancelled, the school administrator should be informed as soon as possible, so that arrangements can be made to contact parents to allow them sufficient time to make alternative arrangements for drop-off/collection of their children.

External providers should be kept informed of any child who is unable to attend the club/activity on any given occasion and they should also alert the school administrator if any child does not attend and is not accounted for.

There will be a maximum number of places on offer and school reserves the right to withdraw the privilege of attending a club should there be a breach of rules by child or parent.

A selection of clubs/activities, run either by school staff or external providers, will be offered and all children will be given the opportunity to attend, where it is appropriate. i.e. age and appropriate content

**HEALTH & SAFETY CONSIDERATIONS**

**ALL CLUB/ACTIVITY LEADERS SHOULD ENSURE THAT THEY ARE FAMILIAR WITH:**

* Procedures in case of a fire
* Rules for moving round the school building — particularly arrangements for going to the toilet
* Expectations of behaviour
* Arrangements in case a club must be cancelled
* The expected duration of the club and any other details

**ALL CLUB/ACTIVITY LEADERS SHOULD ENSURE THAT:**

* They have all medical details and contact numbers for children attending the club
* They are familiar with the school’s health and safety policy
* They have up-to-date permission slips from parents, including agreed arrangements for travelling home
* They have completed, and submitted to the school leadership, the appropriate risk assessment for their club

**SCHOOL LEADERSHIP SHOULD ENSURE THAT:**

* Appropriate checks have been completed on all club/activity leaders
* Club/ activity leaders are clear about the expectations of the school regarding their role
* Procedures are followed
* Risk assessments are in place for each club/activity
* There is always a member of school staff on the premises whilst the club is taking place.

**COMPLAINTS PROCEDURES**

1. If the school has a concern about a club, the Head will raise this with the club leader.
2. If the matter remains unresolved, the club organiser will not be allowed to run the club the following half-term.
3. If the club leader has a concern, they should talk to the Head.
4. If a third party complains, the Head will deal with the complaint and attempt to resolve the situation.
5. If this is not successful, the concern will be taken to the Management Team or Owners.

**HAS IT BEEN SUCCESSFUL?**

There will be a feedback sheet at the end of each club where parents and children will be able to express their view about the club, put forward ideas for new clubs, and suggest providers for clubs.

**FEES**

Fees are charged for these classes and are non-refundable should you choose to withdraw your child. Please see the table of clubs/activities available, fees incurred and requirements for each in the following extra-curricular booklet or alternatively on the school website.