

Out of hours policy: St. Hubert's Catholic Primary

St. Hubert's is committed to offering a range of out of hours activities for its pupils. The purpose of this policy is to outline the aims and objectives of these clubs and guidelines re. staff and pupil expectations as well as health and safety guidelines. At St. Hubert's, "out-of-hours" refers to after school, lunchtimes, weekends and residential visits.

Aims

- To provide opportunities including residentials for pupils to explore and develop their gifts and talents and achieve his/her maximum potential
- To allow pupils to benefit from the expertise of staff and outside agencies
- To enable pupils to appreciate and use their God-given gifts
- To experience our Mission statement in action i.e. working together, knowing God is with us in all we do
- To provide a range of activities for pupils of all age groups
- to help pupils develop a positive self-image and self-confidence.
- To develop an awareness of making the right choices in support of a happy and healthy lifestyle
- to develop communication and teamwork skills
- to respond where possible to pupils interests
- to provide an environment and activities which are enjoyable for all participants
- to provide for all pupils in line with the school inclusion statement
- to raise awareness of out-of-hours activities offered by other providers
- to encourage individuals to have a go and not fear failure
- to celebrate effort and success in out of hours activities

objectives

- the pupils will have access to a range of out of hours clubs and activities
- the pupils will have the opportunity to go on at least one residential in their time at St. Hubert's
- pupils will develop a sense of self-esteem
- pupils will become confident communicators and develop teamwork skills
- pupils will explore and develop their God-given gifts and talents
- adults and pupils will be able to share their expertise
- the environment and activities will promote enjoyment for all participants
- activities will be inclusive
- the pupils will know of other out-of-hours activities through promotion in assemblies, newsletters and leaflets
- pupils will feel confident to have a go without fear of failure
- effort and success in out of hours activities will be celebrated including in assemblies and newsletters
- pupils will participate in at least one out of hours activity that interests them

In order to achieve these aims and objectives, certain guidelines need to be followed and, where appropriate, shared with the pupils.

- Activities should be led by a person with enthusiasm for that activity and, in many cases, with sufficient knowledge and expertise to allow the pupils to develop their skills and ensure safety during the activity
- All adult leaders should have criminal clearance
- There should be the same high expectations of conduct from all involved with an activity as applies in school time. If a pupil's behaviour during an out-of-hours activity falls below school expectations, the child is to be given a verbal warning and the parents and SMT informed; any further breach will result in exclusion from that activity and, at the discretion of the SMT, from other out-of-hours activities.
- The correct clothing and equipment should be used for the activity being undertaken. Pupils should be taught how to handle equipment used safely and other safety procedures necessary for the activity. In the event of an accident, the leader of the activity should send another adult if available for help or, if unavailable, another pupil. The senior member of staff available should be consulted to decide on an appropriate course of action, but in a severe emergency dial 999 first.
- Activity leaders should be aware of Fire procedures
- Pupils should have inhalers and other necessary medication with them for sporting and off-site activities; medical forms should be carried for sports clubs and off-site activities and the completion of these by parents is a condition of participation
- Activities offered will be of a range, audience and timing to allow as many pupils as possible to participate in something which interests them. They will be offered on a first-come, first-served basis.
- There may be a need to charge for some clubs and activities to cover staff and equipment costs; families where this may cause a problem are invited to discuss and negotiate with the Head. No child will be excluded from an activity on the basis of gender, ethnicity, physical or mental ability or family or economic circumstances.
- Clubs should finish at a time to include the supervision of the safe collection of pupils i.e. a PE club scheduled to finish at 4.30 p.m. should have pupils changed before that time in order to exit on time. The Sports' Coach should inform the teacher on duty of any child uncollected after 4.30.
- Success in out-of-hours activities should be shared with class teachers and the SMT so that they can be celebrated in assemblies, newsletters and the newspaper
- If a child suggests an activity, this should be brought to the attention of the Gifted and Talented Coordinator who will work alongside the SMT to consider ways in which this request may be addressed
- Some activities may be of shorter duration including one-off activities to encourage variety and access expertise which may not be available on a long-term basis

Inclusion

St. Hubert's is an inclusive school guided by the Gospel values that are expressed in our school aims and governors' ethos statement. These aims promote inclusive education in its widest sense in all areas of school life. The out-of-hours policy is governed by the principles within the inclusion statement.