


BURNT TREE PRIMARY SCHOOL

Extended School Activities Policy



Signed by Chair of Governors	
Date	04/03/2025
Due For Review	April 2026

Rationale

At Burnt Tree Primary School, we believe that after school clubs can help to enhance a child's learning and enjoyment at school. It can help children to acquire and develop new and existing skills and can expose children to activities that they may not otherwise encounter.

After School Club – 4 Community Trust

4 Community Trust are a not for profit company who run an After School provision on our school premises. They are an independent company and are separately Ofsted registered. The provision runs from 3.30pm to 6.00pm. Contact details are available from the school office, however all other dealings are held directly between parents and 4 Community Trust.

THE FOLLOWING INFORMATION RELATES TO CLUBS OFFERED BY BURNT TREE PRIMARY SCHOOL.

Clubs Offered by school

After School Clubs

Before the start of each half-term, parents/carers will receive a link via the Arbor App to a letter on the school website listing all clubs available to book for the next half-term. They are offered Monday to Thursday for a variable number of weeks each half term. They start at 3.15pm until 4.15pm.

There are different clubs available depending on which year group pupils are in. The clubs include a variety of sports clubs run by our PE coaches, such as Gymnastics, Racket Sports, Cricket, Rounders and a Multi Sports club. A Music club is also available run by a music teacher. Dance clubs are led by a qualified dance instructor for both younger and older pupils separately. For the more artistic child we offer Craft and Art clubs. Clubs offered may change each half term.

Joining Arrangements

All clubs are listed on Parentpay as separate payment items and appear on pupils accounts relevant to the clubs available for their year group. Booking and payment is made through Parentpay in advance. The clubs are very popular and have limited places available. They are allocated on a 'first come, first served' basis.

Breakfast Club

Breakfast Club starts at 7.45am every day, children have cereals and toast and take part in activities. Sessions need to be booked in advance before 10am the previous day and paid for on Parentpay at a cost of £3.00 per session.

Registration

Children are collected from their class by the Club Co-ordinator and taken to the appropriate club location in school and a register will be taken by the Club Co-ordinator for each club. The register will clearly record whether:

- The child is present
- The child is absent

Each class teacher is provided with a list to inform them of the clubs attended by the children in their class.

Attendance

It is expected that a child will commit to membership of the chosen clubs as there will be NO refunds for sessions booked and not attended. Refunds will only be issued if a club is cancelled by school due an unforeseeable circumstance.

Absences

Parents/carers are requested to inform the office staff in advance if their child is unable to attend one of the sessions. This can be done either by sending a note via the child to the school office or by telephoning the school or via the Arbor App. Payments are not refunded if a child is unable to attend a session.

Cancellation

Parents/Carers will be notified, in advance of any sessions that need to be cancelled. If a session needs to be cancelled on the day itself e.g. due to the unexpected illness of the club leader, the school will notify parents/carers by phone or Arbor App message. Should a session be cancelled at the last minute e.g. due to adverse weather conditions, the Co-ordinator will supervise the children until all children have been collected or walked home depending on the arrangements agreed with parents/carers. A refund will be given for any session that is cancelled by school.

Supervision and Safety

The Club Co-ordinator will ensure that all children leave the building safely as per the arrangements agreed with parents/carers. Parents/carers are to collect children at the pre-designated exit for the club when the club has finished. Parents/carers must ensure that they are on time to collect their children. If any children are not collected on time, then the Co-ordinator will inform a Senior Leader and hand over the children. Siblings of any children attending clubs are to be collected as usual at the end of the normal school day. Neither the school nor the club leader is responsible for the supervision of siblings during the club session.

A first-aider will always be on school premises for the duration of the club sessions. In case of a fire, the children will be led on to the playground where the Co-ordinator will check the club registers.

All leaders are DBS Enhanced checked.

Behaviour

Before and after school clubs are run and or facilitated by Burnt Tree Primary school and authorised outside agencies. The club leader will have the right to ask for children to be removed from the club if they feel that their behaviour is unacceptable or inappropriate. Although Burnt Tree staff will be on the premises the club leader will have overall responsibility for the club and will therefore make the decision on behaviour and attendance. Parents/carers must ensure their children are aware of appropriate behaviour during these sessions.