



King's College
The British School of Madrid

Soto de Villuelas

Extra-Curricular 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
- After school Activities
- Weekend Activities

Lunchtime Procedure

- Pupils in EYFS to be collected from their class rooms by appropriate coach or teacher.
- Pupils in Primary School and Secondary School to meet coach in designated area for that specific activity.



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- 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 or teacher.
- Pupils in Primary School and Secondary School are to be dismissed on time for afternoon registration in an orderly fashion, corresponding with school rules.
- All pupils are to be given a lunchtime activity pass, where appropriate, 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:

- Teachers to have access to club list on the school iSams 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.
- For Infant and Year 3 pupils - teacher to confirm a pupil absence when the coach comes to the playground at the end of the school day.
- 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 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.
- All pupils are to be escorted to the main gate at the end of the session by the teacher or coach and remain with the students until they have been collected. Parents are not to be on site unless formally invited for a special event.
- 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, this relates to paid activities only.
- Any cancellations after this point will face the possibility of being charged for the next term, this relates to paid activities only.



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Responsibilities

Parental

- To support the outlined procedures
- To communicate any changes in circumstances to both the school and outside providers in sufficient time.
- To deliver and collect children on time when necessary.

Teachers, Coaches and Club Leaders

- To provide at least one (weekly) extra-curricular club, activity or team that enriches the schools learning programmes and provides extension/discovery opportunities for the students.
- To promote and celebrate the club, activity and team in a proactive and positive manner.
- 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 **only** to unforeseen circumstances no later than one hour before the end of the school day.
- To wear identification badges/lanyards at all times (ref. safeguarding policy).
- To remain with students until they have been collected by their parents if it is an after school club/activity.

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.
- To celebrate extra-curricular involvement at every opportunity.



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Pupils

- To follow the school's behaviour policy.
- To attend clubs regularly and to perform at the very best of their ability.
- To be reflective with regard to their performance and participation, and to set targets that ensure progress and ambition.

Created and Reviewed by: Michael Stearman & Paul Crouch May 2019	Policy Category:
Approved by: Paul Crouch - June 2021	Next Review: June 2022