



Treales CE Primary School

Extra-curricular Clubs Policy

Last Updated	Aug 2025
Updated by	L Hill
Approved by Governing Board	
Date to Review	Aug 2026

Purpose

This policy outlines the purpose, nature and management of extra-curricular clubs delivered in Treales CE Primary School. The implementation of this policy is the responsibility of the headteacher and all teaching staff.

Philosophy

We encourage all pupils to take part in a range of clubs and involve them in deciding the clubs we offer. Our school strives to maximise opportunities for children, young people and all those associated with the school. This includes the curriculum, environment and wider community.

Aims

By encouraging extra-curricular activities, we intend to:

- Enable pupils to have fun and enjoy a broad range of activities
- Enable pupils to extend their enjoyment of particular areas of learning through more in-depth study and activity
- Develop social skills by encouraging pupils to develop friendships, and work together co-operatively
- To provide opportunities for competition and creativity within a game/ performance scenario and build the competitive nature of the children within our school by developing competitions across the school and within the community.

Application Process

Club timetables are changed each half term to ensure a wide variety of opportunities throughout the school year. The clubs are dependent on time of year, staff availability and space in school. There are usually no extra-curricular activities during the first week after a holiday or during the last week of term. Some external providers may run during these weeks to complete a block of sessions.

The dates of each club, a description of the club, who can attend, the number of spaces and the staff or provider responsible are detailed on School Spider in the 'Bookings' section. Parents/carers are able to book their child's place. Places are allocated on a first come first served basis. Please note that when booking a place, parents are booking for ALL sessions.

Extra- Curricular club procedures

After school clubs run by school staff will be at the discretion of the head teacher. Parents will be informed of timings and options. These clubs run until 4.15pm and are not chargeable. Activities provided by outside providers will be at the discretion of the head teacher. These clubs may have different finishing times and may incur a charge.

Children must be collected at the notified time or they will be booked into wraparound provision and parents/carers charged for the session and a late booking fee of £5.

School reserves the right to cancel extra-curricular clubs when necessary. As a very small school, space and staffing are limited so absence or poor weather conditions tend to result in a club being cancelled.

If an extra-curricular club is cancelled, office staff should inform parents as soon as possible, but no later than 1pm, so that alternative arrangements can be made.

Registers will be taken for all extra-curricular activities, with a requirement for school to be notified by parents in cases of nonattendance.

The school reserve the right to re-allocate a place in a club (for persistent non-attendance, poor behaviour or late collection, for example).

Equal opportunities

At Treales CE Primary School we strive to provide opportunities for all children, whatever their ability or individual needs.

Competitions and Events

At Treales CE Primary School children are given the opportunity to compete in inter school competition and events. We aim to give every child the opportunity to represent school in some capacity each year. Competitions may be run by Carr Hill PE department and Fylde and Wyre Sports Partnership. Some extra-curricular clubs that we provide are focused to enable children to compete and allow children the opportunity to prepare for competitions or events. If the club is working towards an event or competition, this will be detailed in the description on the booking form. Not all competitions and events will have an extra-curricular club attached and may be prepared for and selected from curriculum lessons in school time.

Awards

From September 2025 some extra-curricular clubs will provide opportunities to fulfil commitments towards bronze, silver and gold awards. If attendance can go towards an award, this will be detailed on the description of the club on the booking form. Children will be responsible for asking the staff responsible for the club to sign their card during the last week of the club.

Behaviour

All staff and external providers will follow the school's behaviour policy. The school rule (Be Respectful, Be Safe, Be my Best) must be followed during extra-curricular clubs. In the event of poor behaviour and a behaviour card being issued, the consequence will be missing a session. Further poor behaviour may result in a child not being able to attend the club.

Staff Roles and Responsibilities

Teaching staff volunteer to run extra-curricular clubs. Without their dedication Treales would not be able to provide such varied extra-curricular opportunities. The head teacher will also ensure sufficient club coverage and opportunities for all year groups.

Health and Safety

Please refer to the school's health and safety policy and risk assessment file. Use of any external personnel including sports coaches and volunteers will be in line with the school's policy on CRB/staffing checks.