



# **Extra-Curricular Policy**

## **June 2026**



## Extra-Curricular Club Policy

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| This policy will be reviewed annually |
| Policy Updated: June 2026 by ALMN     |
| Next review: June 2027 by ALMN        |

### Introduction

Wimbledon Common Preparatory School (WCPS) children have a core entitlement to a broad, interesting and relevant curriculum. There are areas of learning that are extended in breadth and depth before and after school which we recognise as being beneficial to our children. Opportunities to participate in before and after school activities increase as children move through the school from EYFS to Year 2. We aim to offer these extra opportunities through various types of provision delivered by school staff and external providers.

### The Aims of the Policy

By encouraging extra-curricular activities, we intend to:

- enable children to sample from 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 particular areas of learning through more in depth study and activity
- encourage children to develop friendships between age groups, and work together cooperatively

This policy also relates to other policies including Child Protection Policy, Behavioural Management Policy, Allergens Policy and First Aid Policy.

### Application Process

Parents/carers are invited to apply for clubs a term in advance, clubs are allocated on a first come first served basis with phase 1 and phase 2 booking system. Additional places for after school clubs may be allocated depending on demand. Places for Orchard Childcare can be made at any time.

### Early Morning Clubs

These run from 7.45am to 8.40am and are intended to attract children who would be unable to attend afterschool clubs due to other commitments and/or who are unable to walk/cycle to school. These clubs are chargeable.

All persons in charge of the extra-curricular club must keep a register and include notes of children containing any pre-existing medical conditions (including allergies). Parents/carers must register their child as soon as is practically possible and before leaving the school premises. At the end of the club the children must be safely walked into the school building and allowed to make their own way to their classrooms.

*WCPS is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all pupils fulfil their potential.*

## After School Clubs

- Activities provided by will be at the discretion of the extra-curricular club coordinator in collaboration with the head teacher. Parents will be informed of timings and options. These clubs run from 3.30pm-4.30pm (with the exception of EYFS clubs which run from 3.15pm-4.30pm) and are chargeable.
- Orchard Childcare from 3.15/3.30pm-4.30pm and 4.30pm-6pm (Monday-Friday)
- Changing clubs cannot be accommodated and if a child stops attending the whole term fee will be charged. The exception is a child that attends Orchard Childcare and places can be booked on an ad-hoc basis.

All persons in charge of the extra-curricular club must keep a register and include notes of children containing any pre-existing medical conditions (including allergies). Teachers or teaching assistants must bring the children to the person in charge of the club and inform them if there is anyone not attending from their class. If there is a child not accounted for once the club register has been taken the person in charge of the club must immediately investigate, pass information on to a member of SMT and they will follow the missing child policy. At the end of the club the child must be safely passed onto their parent/carer in an orderly manner. Coaches/instructors must pass on any child attending Orchard Childcare to the leader i/c of Orchard Childcare or to a member of staff in the school office if the child has not been collected by their parent/guardian. Children should never be left unattended at any time.

Any changes of arrangements to the collection of children from the club should be made 24 hours in advance to the school office or to the class teacher and passed onto the person in charge of the club.

## Snacks

Children may eat a healthy snack before the start of a sports club and are encouraged to have a drink of water. Club providers have a responsibility to know any children that have allergies, Epi-Pens & inhalers and know what foods they are allergic to - details are written on the club register. It is the responsibility of the coach/instructor to ensure that there is no cross-contamination within the group.

## First Aid

For both early morning and after school clubs procedures for first aid should be followed as per the WCPS First Aid policy. Note, the Epi-Pens are now situated on hooks outside of the Headteachers office. Inhalers are in locked cabinets outside of Oak classroom and can be accessed by the key above the cabinet.

**The member of SLT on duty should be contacted immediately using the walkie talkie in the event of any incident requiring first aid.**

First aid cover is provided by a member of SLT. If you administer first aid support, you should call a member of SLT using the walkie talkie. There is also a phone on the top floor of the main building and in Orchard Hall.

There is a whiteboard outside the headteachers office where a photo of the member of SLT in charge from 7:45am and from 3:30pm onwards will be displayed each day. Personal child medical bags are brought down at the end of each day and hung up in the area outside the headteachers office. In the event of a member of SLT being unavailable, any member of staff with a paediatric first aid qualification should assist.

All incidents of first aid should be written in accident report book and reported first to the member of SLT on duty and secondly to the parent/carer collecting the child. If an injury occurs after school involving any children a second opinion/support must be sought by the member of SLT on duty.

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There will always be a member of SLT available in the school until the last child has left the building safely. The member of SLT will deal with any emergencies including lock downs, evacuation in the event of a fire/bomb, a lost child, first aid. The procedures involved will be the same as during the school day.

**FIRE ESCAPE ROUTES - FIRE ASSEMBLY POINT: PLAYGROUND AT REAR OF SCHOOL** Children should be led following the fire escape route to the rear of the playground and registered.

### **Side gates**

The side gates should always be kept locked during club times unless there is a member of staff on gate duty. It is the responsibility of the staff taking an outdoor club to check that gates are locked.

### **Dismissal**

The member of SLT and/or nominated member of staff will assist with the dismissal of children until at which time they are satisfied that the coach/instructor understands the process and can identify the parent/carer collecting the child.

### **Safeguarding**

Training will take place annually delivered by the DSL and all persons involved in delivering extra-curricular clubs are expected to attend. The training will take place on-line.

Instructors are observed both formally and informally by SLT and all staff are encouraged to feedback on the quality of the delivery of sessions. Where required a member of staff will support the instructor.

Spot checking of instructor's knowledge of what to do and who to speak to if there are safeguarding concerns is a regular occurrence.

### **External Provider Checks**

The external provider must confirm in writing, in advance of starting at school, that they do all the normal recruitment checks on their staff. This letter should come from the Human Resources Manager at Kings College School and this must be done before they start at the school. Once they have signed this letter. Each individual coach needs to bring with them photo ID and their DBS check, and a copy needs to be sent to the Human Resources Manager to record their details on the Central Register.

Before the coach/instructor starts their first session, they must have read and understood the following:

- Behavioural Policy
- First Aid Policy
- Safe Touch Guidance
- Safeguarding Policy
- Been introduced and know the identity of the DSL and deputy DSL

**Charges for Clubs** Parents are invoiced at the end of term along with school fees. The exception is Orchard Childcare and any EYFS club run by an external provider where payment is made directly to the provider.

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