

St John Henry Newman Catholic Primary School



School Clubs Policy

Approved: December 2025
Next Review Date: December 2027

Aims of School Clubs

At St John Henry Newman Catholic Primary School, we aim to provide extra high-quality teaching and coaching opportunities for children during and after school hours.

This allows the children to further develop their social, emotional, and educational skills.

Children will:

- Have greater understanding of health and fitness and opportunities to opt for physical activity to encourage a healthy lifestyle, when attending sports clubs.
- Learn and develop new interests, skills and talents e.g. singing, music, art, languages etc.
- Show a desire to improve and achieve in relation to their abilities and aspirations.
- Develop the appreciation of the concept of fair play, team play, honest competition and good sportsmanship when attending sports clubs.
- Understand safe practice and develop a sense of responsibility.
- Promote self-esteem through physical competence and learning new skills.

Activities that are available and the selection process

St John Henry Newman Catholic School provides excellent extra-curricular activities such as multi-skills, story writing, TTRS, dance, football, MFL, art, choir, and drama etc. These clubs are delivered by staff and outside specialists who are fully DBS checked.

Clubs that are run by an outside tutor, such as private one-to-one music tuition may incur a cost, however, any costs are kept to a minimum. Payment is required in full before commencement of any clubs run by an outside tutor. Failure to pay may result in children being removed from the club.

The range of clubs aims to offer the children the opportunity to perform in both competitive and non-competitive games and educationally learn new skills. Places will be offered based on the club's suitability to the age group.

Parents will be informed by email when clubs will be available to be booked. At the beginning of the term, all parents/carers will have the opportunity to book a club by Parent Mail as first come, first served.

We will aim to offer at least one club per child. If space allows, children can attend a maximum of two clubs each term in order to facilitate a wider opportunity of

participation across the school for all pupils.

If a child has only been offered one club and wishes to attend another club that is already full, pupils will be placed on a waiting list.

Children will be allocated in clubs of their own choice, if children don't wish to attend the club throughout the term, children will lose their club place and they will need to wait for the next term for a new club offer.

Places will be given on a termly rota basis to ensure that all children can attend the club of their choice at some point during the academic year. For example, if a child attended Baking Club in Term 1, they would not be able to join Baking Club in Term 2 to allow other children the opportunity to take part.

All after-school clubs start at 15:15pm and finish at 16:15pm.

All children are eligible for after school clubs, however, poor behavior, attendance and punctuality will be considered.

General Information for running a school club or competition.

- Children are expected to listen to the club teachers and follow instructions. If a child is unable to stay on task, then they may have to be removed for health and safety reasons. Children will be given an opportunity to improve their behavior before this action is taken.
- The school office manages all administration and registers for school clubs. If you have any enquiries you can reach out via the admin mailbox (admin@stjhn.org.uk).
- The after-school club coordinator, Mr Pepper, SLT and Head teacher are responsible for ensuring that all club teachers are aware of the school emergency and administration requirements.
- An online register should be taken to monitor attendance and to ensure that all children are accounted for in the event of an emergency or fire alarm. Copies of these registers are also kept by the school for data purposes and to ensure that all children get an opportunity within their year to attend their chosen club.
- Parents/carers should be aware of where and when to collect their children after the club has finished.
- Children should wear appropriate clothing, where necessary e.g. PE kit.
- Parents/carers should be given reasonable notice before an event or competition.
- If a club has to be cancelled, we will advise the parents of the child by email as soon

as possible.

- If a club is cancelled on the day, we will telephone or email the parents as soon as possible.

Coaches in school clubs

The school has several specialists who are experts in their field. This helps to develop high quality PE and music within and beyond the curriculum time. To ensure good quality teaching and coaching from outside providers, at St John Henry Newman Catholic Primary School:

- Check that coaches have the appropriate qualifications in their specialist subject and in coaching young people.
- Check that coaches are of good character and suitable to work with children by following required safeguarding checks and procedures. A member of staff may attend a session of each club to ensure that the adult in charge is suitable.
- Give clear guidelines and support to coaches about health and safety procedures and school behavior policy.

Accident procedure

To ensure the effective supervision of children during outdoor clubs, all club teachers should carry a first aid bag and a walkie talkie in order to communicate in case extra support is needed.

If an accident occurs, the club teacher will contact the school office/SLT and will establish what assistance is required.

All club teachers are first aiders and are on site for the duration of all school clubs. The club teacher will then supervise the pupils, whilst another qualified first aider attends to the injured child's needs. The incident will be recorded on medical tracker including the time and what happened by the club teacher.

[MedicalTracker](#)

The club teacher will inform the parents when the pupils are collected. If the child is unable to continue the club, the club teacher will decide whether to contact the child's parents by phone to be collected early or get them to sit under supervision until the

end of the class.

Collecting children after a club

All children need to be collected by their parent/carer after a school club, no children will be allowed to walk home by themselves to ensure the safety of all children during Autumn Term 2 (after October half term) until Summer Term 1 (after the Easter break). Parent/carers should make arrangements for the collection of pupils on time. Any child not collected on time at the end of a school club will be brought to the school office where office staff will contact parent/carer and a member of staff will wait with the child until they are collected.

If your child is collected more than 15 minutes late twice in the term, then they will lose their place in the club.