



Clapton Girls' Academy is committed to safeguarding and promoting the wellbeing of young people and expects all staff and volunteers to share this commitment.

Clubs Policy

Coordinator	Colin Gall
Review Frequency	Annually
Policy First Issued	September 2008
Last Reviewed	November 2023
Date policy considered by External HR Consultant	N/A
Date policy considered by External Solicitor	N/A
Agreed by LT on	21 st November 2023
Does this policy need to be agreed by Trustees? If yes, which committee?	No
Agreed by Trustees on	N/A
This policy is communicated by the following means:	
Trustees	Trustee consultation by e-mail when policy reviewed and agreed
Staff	Policy folders on staff SharePoint
Parents	Club list
Students	Club list

Contents

1	Aims.....	2
2	Timings	2
3	Timeline for Clubs Proposals	3
4	Expectations	3
5	Administration of medicine.....	4
6	Staff Payments	4
7	Club Cancellation.....	4
8	Evaluation	5
	Appendix 1 – Proposal Sheet.....	6



1 Aims

Clapton Girls' Academy aims to ensure students have access to a stimulating range of clubs outside normal academy hours, in order to:

- raise achievement and develop the positive attitudes • improve motivation, self-esteem and resilience
- improve punctuality and attendance
- improve attitudes to education and learning
- support the development of independent learning
- provide opportunities to build relationships with other students and adults
- gain new experiences that may not be possible through the classroom
- provide opportunities for citizenship and SMSC development
- develop expertise and/or higher levels of performance

The Assistant Headteacher responsible for clubs will ensure that there are a variety of activities to meet the needs of all students for all key stages. Heads of Faculty should encourage staff to organise or participate in clubs. All staff need to promote the importance of club attendance to students.

Parent - The term 'parent' in this policy refers to any person who is not a parent but who has parental responsibility

Clubs – In this policy, the word club/s refers to activities which students participate in outside of the academy's timetabled lessons and intervention.

2 Timings

Clubs will take place at the following times:

Club Session	Days	Times	Notes
Breakfast club	Monday to Friday	8:15 to 8:35	Students are able to use the Dining Pavilion where free toast is available. Board games are provided and students are supervised. Support with homework can also be provided. Paper registers are taken which are later added to Excel spreadsheets. Except for breakfast club
Homework Club	Monday to Friday	8:15-8:35 2:50-4:30	In the Learning Resource Centre (LRC) staffed by the librarian, Education Support Assistants (ESAs) and Learning Support Assistants (LSAs) on a rota system.
Other Clubs	Monday to Friday	3:00 to 4:00pm except for some Greenhouse Clubs	Clubs run for one hour. Registers must be taken at the start of the club on Evolve Clubs. Holiday registers are kept on the Greenhouse internal registration system.



Greenhouse Sports	Mornings, afternoons, Saturdays and holidays	Various	Programme of sporting activities offered by Greenhouse Sports Programme. Greenhouse staff will take screenshots of their registers to send to Student Reception.
Key Stage 4 Clubs	Tuesday and Wednesday	3:50-4:30pm	Key Stage 4 clubs cannot run on Tuesday and Wednesdays due to the extended day.

3 Timeline for Clubs Proposals

- Staff submit proposals for a new club
- Once received, proposals are taken to the Leadership Team business meeting
- Approved and non-approved club leaders are notified.
- Staff promote their clubs with students through student notices, Satchel:One, club list in student notices and the Full School Drop (FSD) letter.
- Registers are set up and completed through Evolve Clubs.
- Club leaders choose which students have a place if maximum capacity is reached. Club leaders will prioritise PP, SEND and LAC students when choosing students.
- Parents are contacted via Evolve Clubs email group by Student Reception to let them know whether or not they have a place in the club when a club is at capacity.
- Parents give permission for club attendance by signing the student planner on the day of first attendance to the club.
- Evolve Clubs have email groups in the case of club cancellation.

4 Expectations

- Students must use the toilet and collect anything from their locker before the club starts.
- Students and staff must arrive to all clubs promptly and be ready to start at the agreed start time.
- Registers must be taken on Evolve Clubs within the first five minutes of the club. This will be a paper register in Breakfast Club and Homework Club which is later entered on to Evolve Clubs or a screenshot of the Greenhouse register in Greenhouse clubs.
- If Evolve is not working, staff must take a paper register and ensure this is taken to main reception as soon as possible.
- Students should continue to follow the CGA Golden Rules in all clubs. Staff should follow the behaviour policy if students' conduct does not conform to the required standards.
- A member of the Leadership Team (LT) is available by walkie talkie if a student needs to be removed from the club. Please email main reception to contact them on your behalf.
- Students will be escorted off-site by the teacher running the club at the end of the club via the nearest gate (students should inform their parent which gate if being collected).
- Detentions and interventions take priority over clubs and therefore students cannot attend a club if they have an intervention or detention on the same day.
- Only students whose parents have signed their planner can attend a club.



- For staff delivering an activity outside their normal field, a risk assessment is needed, (e.g. a learning support assistant delivering a cooking club).
- Students must be supervised for the duration of the club.
- It is expected that students will make their own way home after a club.
- In case of emergency, where to contact main reception for a first aider creates a life-threatening delay, call 999 and ask for the ambulance service. Once the ambulance has been called, alert the member of Leadership Team on duty.
- In the event of a fire alarm students will line up in their clubs on the running track with the member of staff responsible and mark the register printed by Student Reception. See Fire Safety Policy (No. 48).
- Staff running a club should know where the nearest phone or walkie talkie is.
- The member of the Leadership Team with responsibility for Clubs will induct external providers with procedures around medical needs, fire alarms and accidents.
Administration of medicine
- No adult running a club should administer medicines.
- If supervision or administration of medication becomes necessary, students should be referred to Student Reception.
- For clarity, staff are always encouraged to refer to the Medical/Illness Procedure & Managing Medicines Policy (No. 4).

5 Staff Payments

- For members of staff who are on a 1265 contract, Middle Leaders have 6 hours to run after school detentions and other activities and duties where needed. All remaining teachers must use 6 hours to deliver enrichment or intervention activities. Staff will not be paid for the first 6 hours of clubs they run. After this, staff will be paid at a rate of £15 per hour for any clubs they run which have been approved according to the above criteria by the Assistant Headteacher with responsibility for clubs. Faculties are encouraged to draw up a rota of staff running clubs within their faculty to support workload and spread the time allocated to clubs.
- If after 6 weeks the average attendance at a club is fewer than 10 students, the club should no longer run.
- A register must be taken for every session of a club on Evolve Clubs. If a member of staff does not submit a register, they cannot be paid for that session.
- The member of HR staff responsible will use the Evolve Clubs registers to ensure timely payment.

6 Club Cancellation

- Club leaders must give parents and students as much notice as possible in the event of cancellation.
- If cancelled on the same day, parents must be contacted using the relevant Evolve Clubs message group to inform them their child will be going home earlier than expected. The teacher leading the club should contact Student Reception by 9am on the day of the cancelled club to request a message is sent.
- If the club is run by an external provider, the Head of Faculty responsible will be responsible for informing parents and students of club cancellations.



7 **Evaluation**

- Monitoring of all activities takes place on a termly basis carried out by the Assistant Headteacher with responsibility for clubs..
- The Assistant Headteacher with responsibility for clubs ensures that the clubs programme is fully inclusive and that all student groups are represented (eg. Pupil Premium, special educational need and disabilities, looked after children and students from all cultures and backgrounds). This is done by analysing the attendance data and identifying gaps in participation. This analysis will be done termly and reported to the Leadership Team. .



Appendix 1 – Proposal Sheet

Please submit to cgall@clapton.hackney.sch.uk once completed and await a response from the leadership team.

Name of Club:	Year group(s):
Staff Member:	Location of club:
Day(s): Time: 3:00-4:00pm	Max. Capacity:
Aims:	
How will the club contribute to improved attendance, behaviour, wellbeing, self-esteem and confidence, or a wider range of skills?	
How will you ensure regular attendance of a diverse range of students including SEND, PP and LAC?	
What activities will students undertake during the club?	
<ul style="list-style-type: none"> • The first 6 hours of club time are part of the 1265 hours for all teaching staff and are therefore unpaid. Support staff may deliver clubs as part of their normal contracted hours. For more information, please see 43 Clubs Policy HERE. • To be viable, a club must have at least ten students in regular attendance. • Staff running the club are responsible for advertising through student notices, notice boards and parent communication. • Club places are allocated on a first come first served basis with priority for EHCP, SEND, LAC and PP students by the club leader once the student signup sheet is full. • Club leaders should maintain a waiting list of students if the club reaches capacity. • You must take the register on the Evolve Clubs Register in the first five minutes of the club. 	