



Out of School Hours Learning Policy

Approved by the LGB	November 2023
Next review due by:	November 2026
Frequency	3 yearly

Vision:

We believe every child has the right to be a successful and confident citizen who is able to make a positive contribution to the world they live in.

Our motto is 'Learning today, to make a difference tomorrow'

Our School Values:

Our School Values were updated following a consultation process with our stakeholders. The following table outlines ways in which a child might demonstrate our 4 core values.

Compassion - we show kindness and understanding to everyone We show kindness to one another. We help one another. When someone is feeling hurt or sad, we try to make them feel better. We use kind words	Responsibility - we think about the impact of our actions. We make good choices about our behaviour. We think about how actions affect others. We look after our own and other people's property. We care for our environment
Courage - we are brave and believe we can We are not afraid to take risks or make mistakes. We will have a go at something new. We do not give up when we find something difficult. We will try things that we may be a little afraid to do.	Respect - we value everyone in all we do. We show good manners. We listen to others and their ideas. We treat each other as we would like to be treated. We celebrate differences and similarities between people.

Our School Aims:

- Every member of our school community will understand, live and breathe each of our core values. to challenge, develop and nurture the 'Whole Child' so they are able to grow into confident, resilient and emotionally literate citizens of the future.
- Our children will receive a broad and balanced experience that progressively builds and deepens knowledge, understanding and skills across the curriculum.
- Our school community will work in partnership with parents, carers and governors • Our children will leave Hatchlands physically and mentally healthy and equipped with the skills to prepare them for their future.
- Our children will have high aspirations and no limits on their learning,
- All children will achieve, regardless of their background or starting points.

Our One School Rule:

We show kindness and respect to everyone.

Principal Aims of OSHL Policy:

To establish and maintain an out of school hours learning programme that provides opportunities to enhance the quality of pupils' education within a culture and ethos which values literacy, intellectual and aesthetic and sporting achievements.

- To provide opportunities for pupils to become enthusiastic and well-motivated learners. ▪ To encourage pupils to believe in themselves and their own ability to succeed. ▪ To help pupils develop the skills to learn more effectively, think more creatively and study more systematically. ▪ To ensure that parents and pupils will be kept regularly informed of the activities which are available.
- To ensure that new initiatives are targeted for example activities that promote smooth transition between schools.

Out of school hours learning offers pupils more than just a range of activities; it can provide the key social skills that make for active citizens, fulfilling careers and lifelong interests.

The programmes and activities offered by staff and outside agencies will be well planned to ensure that pupils experience:

- New learning that may not be available in the classroom.
- Many opportunities for success – for example by providing those who have not had much success in the classroom, with the opportunity to achieve at an activity in an out of school activity. ▪ New relationships with other pupils, teachers, parents and other adults.
- Opportunities to develop new learning techniques, to take responsibility for learning and acquiring good study habits.

Roles and Responsibilities

Role of OSHL Co-ordinator (Mrs Austin):

- Ensure that all club leaders/parent helpers are DBS checked in consultation with Everychild Partnership Trust.
- Ensure potential risks have been discussed with club leaders and EVC, and where necessary, risk assessments written and shared.
- Ensure that all outside agencies have their own first aid and accident procedures and are aware of the School's Health and Safety Policy.
- Ensure that first aid and accident procedures are clear to all club leaders (see the Health and Safety Policy).
- There are clear procedures in place for the collection of pupils.
- Ensure Dismissal lists are updated to reflect club information
- Monitoring clubs.
- Resources – ensure that club leaders have access to resources/ space
- Liaising with class teachers and advising as appropriate.
- Action planning in conjunction with the Headteacher, ELT, Governors, Staff, club leaders, outside agencies, Parents/Carers.
- To manage and update the OSHL Co-ordinator/s file containing the relevant documentation.

Role of club leaders

- Maintain club register and ensure that health and safety and safeguarding regulations are adhered to.
- Ensure that children are collected safely by their Parents/Carers after their club. ▪ Ensure that only children in Year 5 and Year 6 walk home after clubs if the club leader has received a permission letter.
- To inform OSHL Co-ordinator (Jemima Austin) if new Parent helpers assist at their club in order for DBS checks to be carried out.
- Undertake risk assessment and send to EVC where necessary

Role of office staff

- Ensure DBS checks/ employment checks have been carried out by club leaders • Ensure DBS checks for any parent helpers
- Coordinate, email and print the club leaflet for each term
- Ensure Leaders have relevant information regarding collection procedures (see Appendix One) and safeguarding protocols in line with our Child Protection and Safeguarding policy.

Role of Headteacher

- To monitor and evaluate the provision of OSHL activities
- To ensure all Club Staff have had up-to-date safeguarding training

Equal Opportunities and Inclusion

All pupils will have equal access to OSHL regardless of race, gender, ability or Special Needs to ensure all children have opportunities to broaden their life and learning experiences, where there may be difficulties or limitations outside of school, financial or otherwise.

Computing

Opportunities will be provided to support and extend the learning where appropriate. **Appendix One Club Registration and Dismissal Procedures**

1. After school clubs are to take registers promptly. If there is a child absent from the club and the teacher/club leader has not been told why, then they mark a child absent. The register is then returned to the office, who will look for them to locate them or contact parents. If parents cannot be contacted, all named contacts will be called. If a parent has picked up instead of a child going to a club as planned, the class teacher must tell office staff so that when registers are returned, the absence will be explained.
2. Children are collected from their classrooms and taken to the club location by the club leaders who have been provided with a register of attendees at the start of the session by the school office.
3. If parents/carers are delayed for any reason, the child remains with the club leader and if by the time all other pupils have been collected parents/carers have not arrived, the leader takes the pupil to the office to start phoning contacts.
4. If a different adult claims to be picking up the child, but the club leader has not been informed, the office will contact the child's parents/carers to check permission.
5. After school clubs are to take registers promptly. If there is a child absent from the club and the teacher/club leader has not been told why, then they mark a child absent with a 'X'.
6. The register is

then returned to the office who will check with the class teacher to ascertain if the parent/ carer has picked up. If not office will check premises, then contact the parents/carers straight away. If parents cannot be contacted, all named contacts will be called.

7. Expectations of Hatchlands Staff - If a parent has picked up instead of a child going to a club as planned, the class teacher must inform office staff so that when registers are returned, the absence will be explained.