

# Wigton Moor Primary School



## SCHOOL OUT OF HOURS LEARNING POLICY

### What is Out of Hours Learning?

The DfEE defines it as:

'learning activity outside normal lessons which young people take part in voluntarily. Study is ... an inclusive term, embracing many activities, with many names and guises. Its purpose is to improve young people's motivation, build their self-esteem and help them become more effective learners. Above all it aims to raise achievement.'

### Our aims and objectives:

- To enable children to extend their out of hours learning beyond the range of the normal curriculum.
- To ensure that children take pride in their school and view it as a part of their community.
- To enable children to have further experiences with topics and activities that they enjoy or are good at.
- To help all children to enjoy a *positive experience* of school life.
- To raise the general level of achievement and build on the work undertaken in school time.
- To enable families and the wider community to have a place in our school.

### Benefits to our pupils:

Out-of-hours activities can provide our pupils with opportunities to:

- Increase their participation in physical activity and improve fitness levels (where appropriate).
- Learn an instrument (where appropriate)
- Increase attainment of pupils in other academic areas (*Sutton Trust 2012*)
- Extend and further their knowledge, understanding and skills developed within curriculum time.
- Experience activities not included within the curriculum that may highlight strengths and build confidence and self-esteem.
- Begin to specialise in specific activities.
- Make **independent** choices and decisions about their participation.
- Take part in activities for a variety of different reasons (e.g. for recreation, fun, competition, social).
- Become part of a team (whether sports, music, drama or another learning experience).
- Socialise with pupils from different classes/year groups and make new friends.

- Gives progressions and next steps beyond school activities.

### **Benefits for Wigton Moor Primary School**

Out-of-hours activities can provide our school with opportunities to:

- Involve and increase the participation levels of all members of the school community (staff, parents/carers, governors as well as pupils).
- Raise the profile and awareness of the importance of physical activity within the school and local community.
- Raise the profile of music and the importance of music within the school and local community.
- Raise the status of the school (e.g. through publicity of the activities and events organised, achievements of pupils).
- Celebrate pupils' work and achievements.
- Develop knowledge and enjoyment of pupils.

### **Out of Hours Provision within Wigton Moor Primary School.**

Provision needs to be targeted in a specific way as to provide opportunities to the maximum number of children and to those that would benefit the most.

These children include:

- Those that have limited opportunities outside of school.
- Those who would benefit from working within a more informal environment with familiar members of staff.
- Those who would gain from widening their social circle.
- Gifted and talented cohort.
- Pupils requiring additional support in a give curriculum area – intervention/ tutoring groups.

### **Implementation of provision:**

1. The range of clubs should be as wide and as varied as possible providing a broad base of experiences.
2. Clubs need to be planned and considered from a whole school perspective.
3. There should be opportunities for staff to share between them, expertise and knowledge.
4. Children should progress between year groups and have the opportunity to continue activities and learn new ones (where appropriate/ feasible).
5. When children progress into a new year group, information about their previous achievements should be shared with their new teachers.
6. All activities provided should be well considered in advance taking into account any health and safety issues and a risk assessment completed.
7. At every session a register of the children attending needs to be taken.
8. All clubs need to be adequately resourced.
9. Where appropriate children should be encouraged as part of their activities to participate in events in the local community such as tournaments/ performances. In such cases, the school's guidelines for taking children on school trips must be observed and followed.
10. Out of Hours Learning can be used by members of staff for continuing professional development and qualification.

11. All staff are appropriately DBS checked and must sign in before starting their club.
13. Out of school provision needs to be considered of equal importance to lessons and treated as such by both staff and children.
14. Out of Hours Learning is often organised and facilitated by members of school staff in their own time – this should be recognised by all parties.

### **Where do Out of School Hours clubs take place?**

Most clubs use classrooms, the playground, hall or school field.

### **When do clubs run?**

Monday-Friday

After School 3:30 – 4:30 (these times may vary depending upon the amount of daylight or requirements – please check individual letters).

Lunchtime is also a good time to run a club and a chance for children to extend their learning doing indoor or outdoor activities.

Before school.

### **Health and Safety**

It is the responsibility of the club leader to maintain an accurate register for their club.

Children should not be left unattended. If running an after school club it is important to think about where the children should meet. **It should not be an empty classroom.**

Where appropriate first aid kits are available in school and the school policy for first aid should be followed.

A register with emergency contact details should be kept for all after school activities. A member of the senior leadership team will be available (directly or remotely) to be contacted should an emergency occur.

Where possible the school endeavors to give all pupils the opportunity to take part in different clubs throughout the school year these will be dependent on the availability of school staff and facilities. It is important that the pupils who attend have that opportunity to learn, improve or perform if the staff member feels that this is being affected by poor behaviour the pupil responsible may be withdrawn from the activity. The same applies with persistent lateness to or from the club – if parents/carers are persistently late their child may be withdrawn from the activity. The school discipline system is and can be used in Out of Hours Learning.

It is always helpful for school staff to know if pupils are unable to attend their Out of Hours Learning and it would be helpful if pupils or parents (age dependant) could inform, in advance, if a pupil is unable to attend. Similarly, letters initially sent out will ask for any relevant medical information, contact details and the arrangements for leaving school, if any of these details changes please inform (in writing) the member of staff running the club.

K. Jury

Dated: February 2017

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