

## **EXTRA CURRICULAR ACTIVITES POLICY**



The Directors of the Governing Body of Hadrian Academy Trust have agreed that policy documentation from Hadrian Lower School will continue to be appropriate until such time that the policy is due to be updated.

Note;

- The wording Hadrian Lower School should be read as Hadrian Academy.
- Reference to the Local Authority may not always apply.
- Reference to staff employer should be read as Hadrian Academy Trust.

**AGREED BY DIRECTORS OF HADRIAN ACADEMY TRUST:**

Renewal date : Spring 2014

## Introduction

Hadrian Lower Schools' Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, out of school trips, residential trips and experiences of other environments, can make towards children's' all round educational experience and their personal and social development.

The Education Reform Act 1988 prohibits the charging for school activities during school time. In order for the school to provide a broad and balanced curriculum, we feel that it is essential for the children to go on educational visits. These provide valuable first hand experience and enhance the planned topic work each term.

## Charging

All charges for income of any nature must be made through Mrs Went, PA to staff, who is solely responsible for the receipt of all additional income.

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by Hadrian Lower School:

- i *School trips and residential trips in school time (Appendix 1)*: the board and lodging relating to the residential experience and outdoor pursuit courses;
- ii *Activities outside school hours (Appendix 1)*: the full cost for each student of journeys, trips and overnight stays in the United Kingdom and abroad which take place at weekends and during holidays, which are deemed to be optional extras;
- iii *Materials and ingredients*: the cost of materials or ingredients for art and design, food, hospitality and catering; parents may indicate in advance that they wish to own the final product;
- iv *Acts of vandalism and negligence*: the Governing Body reserves the right to recover part, or the whole cost, of damage to buildings or equipment which is the result of vandalism or negligence by a child;
- v *Optional Extras*: charges may be made for costs relating to optional extras as defined in Appendix 2.

## 3 Remissions

Where the parent of a pupil is in receipt of qualifying state benefit (Appendix 3), the Governing Body will remit in full the cost of board and lodging for any residential activity that is organised for the children and which takes place within school time.

The Governing Body may remit charges up to 20% to parents currently in receipt of Free School Meals (FSM) and in full after considering other specific hardship cases. The Governing Body invites parents to apply, in the strictest confidence, for the remission of charges in full or part. All enquiries will of course, be dealt with sympathetically and in complete confidence by the Head teacher.

## Insurance

Any insurance costs will be included in charges made for trips or activities.

## **5 Voluntary contributions**

Nothing in this policy statement precludes the Governing Body from inviting parents to make voluntary contributions.

For the vast majority of school Educational Visits the school will request voluntary contributions. Where there is insufficient contributions and the school cannot fund the deficit the visit will be cancelled.

## **6 Monitoring, Evaluation and Review**

The Governing Body will review this policy at least every two years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout Hadrian Lower School.

## **Appendix 1**

### **1 Non Residential Activities**

If 50% or more of the time spent on the activity occurs during school hours, it is deemed to take place during school hours. Time spent on travel counts in this calculation if the travel itself occurs during school hours.

Where less than 50% of the time spent on an activity falls during school hours, it is deemed to have taken place outside school hours. For example, an excursion might require students to leave the school an hour before the day ends, but the activity does not end until late in the evening.

### **2 Residential visits**

If the number of school sessions taken up by the trip is equal to or greater than 50% of the number of half days spent on the trip, it is deemed to have taken place during school hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the school day, regulations require that the school day is divided into 2 sessions. A “half day” means any period of 12 hours ending with noon or midnight on any day.

## Appendix 2

### 1. Optional Extras

Charges may be made for some activities that are known as “optional extras” and include:-

- education provided outside of school time that is not:
  - a) part of the National Curriculum;
  - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
  - c) part of religious education.
- examination entry fee(s), if the registered pupil has not been prepared for the examination(s) at the school as part of their normal day;
- transport that is not required to take the pupil to school, or to other premises where the local education authority/governing body have arranged for the pupil to be provided with education;
- board and lodging for a pupil on a residential trip;
- any materials, books, instruments, or equipment provided in connection with the optional extra.
- non-teaching staff;
- teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra;
- the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

Any charge made in respect of individual pupil may not exceed the actual cost of providing the optional extra activity, divided equally by the number of students participating.

- Charges may not therefore include an element of subsidy for any other pupil wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

Furthermore, in cases where a small proportion of the activity takes place during school hours the charge cannot include the cost of alternative provision for those pupils who do not wish to participate.

- Therefore no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying students on a residential trip.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

- All such charges will be paid in advance, unless specific request is made and approved in advance by the Head teacher

## **Remissions**

1.1 When the school informs parents about a forthcoming trip, they should make it clear that parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging:

- Income Support;
- Income-based Jobseekers Allowance;
- Support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by the Inland Revenue) .

## **Rationale**

We believe that being involved in activities outside the normal school day enhances children's learning, brings enjoyment, helps with social development, boosts self esteem and provides a chance to demonstrate the school's ethos, in particular citizenship and positive use of leisure time.

## **Broad guidelines:**

We provide Lunchtime and Before/After school clubs. These are run on a regular and occasional basis.

## **Lunchtimes**

The Play Leaders at lunchtime plan and implement a wide range of activities to promote engagement and enjoyment. An example of a week's timetable is attached. All children may attend. Time restraints may be in place if an activity is very popular

The midday team offer indoor or shaded play in a 'Weather Area' all year round. This provides Lego, video, drawing, colouring, games etc.

We actively encourage parents or members of the local community to support these clubs.

## **Before & After school clubs**

We have three types of school club;

1. Cool Kids Care Club - see separate documentation for further details
2. Private provider clubs such as 'Hot Shots Basket Ball', 'Street Dance'
3. Clubs staffed by teachers and teaching assistants

## **Selection for attendance**

1. Cool Kids Care Club- see separate documentation for further details
2. Clubs that are provided by a private provider are run totally by that organisation. They send out letters, deal with the returned application, allocate places and deal with payments directly. They keep waiting lists and usually parents can ask where their child /ren is on the waiting list.
3. Clubs staffed by teacher fall into two categories;
  - Open to all who apply - no restriction other than age range such as Choir
  - Set number to the group size.

Note; Where there are too many applications children who do not already attend a club run by the teachers will be selected first. If there are further vacancies, then remaining names of applicants who already attend one or more clubs will be placed into a hat and drawn.

Parents should receive notification if their child/rens application has been successful or unsuccessful.

## **Payment**

1. Cool Kids Care Club - see separate information. This has to be booked and paid for in advance.
2. Private providers will set their own fee and deal with all collections. Envelopes with payments should be put into classroom money boxes and will be passed on unopened. Pupil Premium can be used for these – 20% discount
3. Clubs provided by teachers. The school tries to keep costs to a minimum. Every club must be sustainable and so a small fee is charged to cover costs. Envelopes with payments should be put into classroom money boxes and will be passed on unopened to Mrs Went, PA to class teachers.  
Pupil Premium can be used for these – 20% discount

Once a child has committed him/herself to a club there will be no refunds.

### **Safety**

- All staff or voluntary workers are subject to CRB checks to ensure pupil welfare is safe guarded.
- Risk assessments are undertaken for each activity
- Number of club size will vary to ensure quality of provision and safety.

Football Club - Saturday mornings. All children welcome from Y1 up.  
It is expected that a qualified First-Aider is always available.

The midday team operate clubs regularly in cold weather.  
These include; Lego, video, drawing and colouring

This policy document will be reviewed on a three yearly cycle. The next review will be Spring 2014.