

STANBURN PRIMARY SCHOOL



EXTRA- CURRICULAR CLUBS POLICY

Review Date:	October 2026
Next Review Date:	October 2028
Name and Signature:	C Crane / M Cozma

Purpose

Stanburn Primary School is committed to providing a broad range of high-quality extra-curricular opportunities that enrich pupils' experiences, develop new skills, promote wellbeing and encourage participation beyond the classroom. These activities support the school's commitment to providing a varied and inclusive programme of enrichment opportunities for all pupils.

Types of Extra-Curricular Provision

Stanburn Primary School currently offers three types of extra-curricular provision. As each type of provision operates differently, specific arrangements regarding bookings, charges, payments and responsibilities are outlined below.

1. School-Led Clubs

These clubs are organised and delivered by school staff and form part of the school's enrichment programme. Activities may include sports, music, performing arts, academic support, creative activities and special interest clubs.

2. External Provider Clubs

These clubs are delivered by approved external organisations using school facilities. Whilst forming part of the school's wider enrichment offer, they are independently organised and managed by the external provider.

3. Wraparound Care Provision

The school operates Breakfast Club, After School Club and Nursery Care to support working families before and after the school day. These provisions provide childcare and supervision in a safe and welcoming environment.

SCHOOL-LED CLUBS

Advertising and Booking

Clubs will normally be advertised termly and parents/carers will be informed of the booking deadline in advance. Bookings cannot be made after the deadline.

The club advertisement will include:

- Name and description of the club;
- Eligible year groups;
- Day and time of the club;
- Start and end dates;
- Number of sessions available;
- Cost of the club, where applicable;
- Payment method;

- Sign-up method;
- Booking deadline; and
- Any special equipment or clothing requirements.

Charges and Payments

Where a charge applies, the cost will be clearly communicated at the advertising stage. Charges are set for the full term.

The school will specify:

- The number of sessions included;
- The total amount payable;
- The deadline for payment; and
- The payment method.

All payments for school-led clubs must be made via **Arbor**. Places may be withdrawn where payment has not been received by the published deadline.

Allocation of Places

- Places for paid clubs are not confirmed until the school has verified the booking and payment requirements have been met.
- Places for paid clubs will be allocated on a first come, first served basis unless otherwise stated.
- Free lunchtime clubs run by staff will not be available for parents to book; this will be managed by the staff member running the club.

Refunds

No refunds will normally be provided for:

- Pupil absence due to illness;
- Family holidays;
- Medical appointments;
- Child no longer wishes to attend;
- Withdrawal after a place has been allocated; or
- Failure to attend booked sessions.

Where the school cancels a club and an alternative session cannot be provided, a refund or credit may be offered at the school's discretion.

Priority for Disadvantaged Pupils

To ensure equitable access to enrichment opportunities:

- Pupils eligible for Pupil Premium funding will be offered first refusal before places are released to the wider school community.
- Eligible disadvantaged pupils may access up to two school-run clubs free of charge per term, subject to availability.
- This entitlement applies to school-run clubs only and does not extend to clubs operated by external providers.

EXTERNAL CLUB PROVIDERS

Overview

The school may permit approved external organisations to operate extra-curricular clubs on school premises.

These clubs form part of the school's wider enrichment offer but are independently managed by the provider.

Advertising and Charges

External providers are responsible for communicating:

- Club details;
- Dates and times;
- Costs;
- Booking arrangements;
- Payment methods; and
- Refund arrangements.

External providers may promote their clubs via the school's social media channels and Class Dojo. External providers must have in place the appropriate parental consent for sharing media.

Payments for external clubs are made directly to the provider unless otherwise stated.

Responsibilities of External Providers

External providers are responsible for:

- Delivery of the club;
- Staffing;
- Risk assessments, appropriate public liability and required policies in place;
- Supporting the medical needs of pupils attending the club (Parents are required to provide any necessary medication e.g. inhalers, EpiPens, or other prescribed items to the Club Provider);
- Behaviour management;

- Administration;
- Communication with parents/carers;
- Collection arrangements; and
- Financial administration.

School Involvement

Parents/carers should raise concerns directly with the provider.

The school will not become involved in:

- Payment disputes;
- Refund requests;
- Friendship issues;
- Social disagreements;
- Behaviour issues;
- Attendance disputes; or
- Operational matters relating to the club.

The school will only intervene where:

- A safeguarding concern exists - namely protecting children from maltreatment and preventing the impairment of children's health or development;
- Health and safety requirements are not being met; or
- The matter impacts the wider operation of the school.

WRAPAROUND CARE PROVISION

Overview

Stanburn Primary School provides wraparound care for pupils before and after the school day to support working families.

Places are subject to availability and must be booked in advance.

Current Charges

Breakfast Club :	7:40am - 8:45am £6.00 per session
After School Club:	3:15pm - 4:30pm £6.00 per session
	3:15pm - 6:00pm (includes a light meal) £12.00 per session
	4:30pm - 6:00pm (includes a light meal) £7.50 per session
Nursery Care:	2:30pm - 3:15pm supervision £7.00 per session
Nursery Lunch:	£2.60 lunch charge plus £7.00 supervision charge (if 15 hour only)

The school reserves the right to review and amend charges. Any changes will be communicated to parents in advance.

Booking Arrangements

All bookings should be made through the approved school booking system.

Places are not guaranteed until bookings have been confirmed.

Amendments and Cancellations

To amend or cancel a booking, parents/carers must email:

wraparoundcare@stanburn.harrow.sch.uk by **12:00 noon on the day of the booking.**

Sessions cancelled after this deadline may still be charged.

Additional Charges

Where applicable:

- Parents/carers with outstanding balances will no longer be able to make bookings by telephone.
- Telephone bookings made on the day of attendance will incur an additional charge of 25%.
- Telephone bookings made after 12:00 noon on the day of attendance will incur an additional charge of 50%.
- Children attending without a booking will be charged at double the standard rate unless exceptional emergency circumstances apply.
- Late collection charges will apply where a child is collected after the booked session end time.

Where insufficient funds are available, parents may be required to make payment using an alternative method.

Contact Details

Wraparound Care Leader: Mrs K McDonough

Telephone: 07860 829913

Email: wraparoundcare@stanburn.harrow.sch.uk

Childcare Vouchers and Tax-Free Childcare

Parents wishing to pay through childcare voucher schemes or Tax-Free Childcare must ensure that sufficient funds are released regularly.

Voucher payments received by the school will be transferred to Arbor on a weekly basis.

GENERAL INFORMATION APPLICABLE TO ALL CLUBS

Attendance and Collection

- Pupils are expected to attend regularly and arrive promptly.
- Parents/carers are responsible for ensuring children are collected on time.
- Parents/carers must wait at designated collection points.
- Younger siblings must remain under parental supervision and must not play on school premises after school hours.
- Children not collected on time from a school-led club may be transferred to Wraparound Care and charges may apply.
- Repeated late collection may result in withdrawal of a club place.

Behaviour Expectations

All pupils attending clubs are expected to:

- Follow instructions given by staff and club leaders;
- Treat others with respect, kindness and courtesy;
- Use equipment safely and responsibly;
- Comply with the school's Behaviour Policy and expectations at all times.

The school or club provider reserves the right to withdraw a pupil from a club where behaviour repeatedly falls below the expected standard.

Outstanding Debt

The school reserves the right to refuse, suspend or withdraw access to chargeable clubs and wraparound care where outstanding debt exists on a family's account.

Any exceptional circumstances will be considered at the discretion of the Headteacher.

Cancellation of Clubs

The school reserves the right to cancel, postpone or amend clubs due to staff absence, provider absence, low attendance, adverse weather conditions or other unforeseen circumstances.

Parents/carers will be notified as soon as reasonably practicable where changes are required.

Agreement

By enrolling their child in any extra-curricular club, wraparound care provision or externally delivered activity operating on the school site, parents/carers agree to abide by the expectations outlined within this policy and support the safe and effective operation of the school's enrichment programme.