

Danbury Park Community Primary School



Out of School Hours Learning Policy

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Be wise, be happy, belong



Danbury Park Community Primary School

Out of School Hours Learning Policy (OSHL)

1. Introduction

1.1. OSHL is a learning activity outside normal lessons in which pupils take part voluntarily. Its purpose is to develop pupils' personal and social skills, improve pupils' motivation, build their self-esteem and character and help them become more effective learners.

2. Aims

2.1. OSHL aims to help our pupils to:

- increase their level of confidence, self-esteem and motivation;
- develop positive attitudes;
- establish new social groups;
- establish positive relationships with those in authority other than their parents or teachers;
- develop new skills, pursue particular interests and raise academic achievement
- have fun.

2.2. OSHL should help adults to:

- build effective relationships by working with pupils in small groups;
- use and promote their areas of interest and expertise that fall outside the national curriculum;
- recognise that pupils have abilities and interests that are not always evident in their daily work within the curriculum;
- use and develop different teaching techniques.

2.3. Through OSHL we aim to:

- establish partnerships with other schools, local organisations, businesses and the community.

3. Entitlement

3.1. All children matter and are given every opportunity to achieve their best. We achieve this by planning OSHL activities which are open to all genders, children with special educational needs, children who are more able, children with disabilities, children from all social and cultural backgrounds, different ethnic groups and diverse linguistic backgrounds.

3.2. All activities are planned in such a way as to encourage full and active participation by all pupils.

3.3. Most activities organised by members of the school staff are provided free of charge.

3.4. For activities organised by external providers charges will be made. Parents will be made aware of these in advance.



3.5. For those pupils who attract Pupil Premium funding, the cost of attending OSHL activities may be covered by the school from this grant. The decision to fund activities will be based on the individual needs of the pupil and will be made by the Headteacher.

4. Responsibilities:

4.1. Responsibilities of pupils:

- to show commitment through attending regularly;
- to behave according to the school's code (see appendix 1) and behaviour policy. Pupils, who do not behave as expected, will not be allowed to attend out of school hours activities;
- to ensure that they have with them any special clothing or equipment as required.

4.2. Responsibilities of parents:

- to support their children in attending clubs regularly;
- to inform the school if for any reason the child cannot attend the club even though they are attending school that day;
- to collect their children promptly unless they have given permission for their child to walk home alone.

4.3. Responsibilities of the activity leader:

- to ensure that the school's policies for child protection and safeguarding are observed;
- to ensure that the school's policies and procedures for health and safety are observed;
- to ensure that the school's expectations of good behaviour are enforced and that the code and behaviour policy are upheld and followed;
- to liaise with the office staff for all administration regarding the running of the activity ;
- to inform the office staff by 2.00pm if activities are unavoidably cancelled;
- to be punctual and to set up and tidy away activities in a timely fashion;
- at the end of activities to pack away all resources used and leave the premises in a neat and tidy state.

4.4. Responsibilities of the OSHL leader

- To liaise with activity leaders to ensure that a variety of clubs is run over the period of an academic year and plan an annual programme.

5. Teaching and Learning

5.1. Pupils are encouraged to contribute to the formulation of the programme of activities and become involved in the organisation of such activities wherever possible.

5.2. This policy should be read in conjunction with all other relevant school policies.

6. Recording and Assessment

6.1. The aims and objectives of each activity or club are identified and pupils are encouraged to set their own targets and monitor their own progress.

6.2. Activity leaders may recognise pupil contribution, attendance and progress by the issuing of certificates.



7. Resources

- 7.1. The physical resources available during normal school hours will be made available for OSHL activities should they be required.
- 7.2. Additional resources purchased for OSHL activities may be used within normal school hours should they be required.

8. Organisation

- 8.1. At the end of the school day pupils should collect all their belongings and take them to the designated classroom or meeting place. A register of children attending should be taken by the activity leader at the beginning of every session.
- 8.2. Parents waiting to collect children should wait at the front of the school building. At the end of the session pupils should be taken by the activity leader to the front main entrance and exit either via the playground gate or via the main security door. They should not be allowed to go back to classrooms. Activity leaders are responsible for ensuring that pupils go home with the appropriate adult. The school office staff will be available to assist club leaders should a child not be collected after a delay of 15 minutes.
- 8.3. A decision will be taken by 2.00pm about whether an outdoor activity will be running because of bad weather and a message sent out by *Parentmail*. Parents are encouraged to check with the school after this time.

9. Sports activities

- 9.1. Studded boots and dirty trainers should **not** be worn in school at any time. These should be put on and taken off in the outside area.
- 9.2. Pupils should change in their classrooms or the upper KS2 cloakroom. They then take all their belonging out to the KS2 gazebo for outdoor activities or to the hall for indoor activities.
- 9.3. At the end of the session pupils then leave school under the direction of the activity leader either via the playground gate for outside activities or the main entrance for indoor activities (see 8.2).

10. Evaluation

- 10.1. The implementation of the OSHL policy will be evaluated annually by the OSHL leader and reviewed accordingly.



Appendix 1

Code of Behaviour

Behaviour should be as normally expected in school following the school's Code:

At our school everyone tries to:

- 🦉 Ask questions, solve problems and keep trying, not being afraid to fail;
- 🦉 Take pride in their work and the work of others;
- 🦉 Be polite and well mannered, respecting the views and feelings of others;
- 🦉 Look after our property and that of others, the school and its grounds;
- 🦉 Contribute to our community, playing an active and positive part in school life;
- 🦉 Do their best.

Behaviour management should follow the school's Behaviour Policy and any special instructions relevant to the safe running of the club.