



CLUBS AND EXTRACURRICULAR ACTIVITIES POLICY

This policy will be reviewed annually or in response to changes in legislation		
Created	January 2020	Vice Principal
Last Review	August 2023	Clubs Coordinators
Approved	September 2023	Education Board

This Policy applies to all year groups at Thomas's Schools including EYFS who are eligible to take part in clubs and extra activities.

Thomas's London Day Schools operates as a united group of schools with a similar ethos and values and as such is referred to as a singular body. This Policy should be read in conjunction with Thomas's Behaviour Policy, PSHE Policy.

SCHOOL SUPPLEMENTS

[Thomas's Battersea Clubs and Extracurricular Policy Supplement](#)

[Thomas's Clapham Clubs and Extracurricular Policy Supplement](#)

[Thomas's Fulham Clubs and Extracurricular Policy Supplement](#)

[Thomas's Kensington Clubs and Extracurricular Policy Supplement](#)

[Thomas's Putney Vale Clubs and Extracurricular Policy Supplement](#)

1. INTRODUCTION

Thomas's pupils enjoy an extremely rich school day, with generous allocation of time and specialist staff in the arts and sports. However pupils are also encouraged to take risks and try new things. A range of extra-curricular clubs and extra activities enable pupils to explore their physical, creative, social, global, moral and cultural interests with like-minded people.

2. AIMS

By offering a wide range of extra-curricular clubs we aim:

- to give pupils opportunities to explore abilities and discover new passions;
- to hone their skills and extend talents in areas that they particularly enjoy;
- to develop skills of teamwork, resilience, independence and collaboration;
- to meet new friends;
- to have fun.

3. ROLES AND RESPONSIBILITIES

3.1 Club coordinator

- To draw up club lists each term based on suggestions, feedback and staff/room/timetabling availability.
- To liaise with club leaders.
- To communicate club selections and allocations to parents.
- To manage budgets and discuss with the Accounts Office if clubs are looking to run at a loss.
- To ensure all vetting checks for external providers are completed and submitted to the HR Department.
- To monitor the pupil behaviour during club time.
- To ensure club Risk Assessments are generated or updated at the start of each term.
- To remind club leaders to cross check the school medical list against their pupil lists.
- To submit all club registers for pupil billing and staff claims at the end of term.

4. PROCEDURES

4.1 Club and extra activity categories

Clubs and extra activities are organised into a number of different categories:

- Open Clubs: These are open to all pupils, subject to the specified age range, and they are charged to parents.
- Development sessions: Pupils are invited to join these sessions and they are offered free of charge.
- Paid Development sessions: A few sessions are invitation only but are charged for.
- Ballet/Drama: These are open to all pupils, subject to the specified age range, and they are charged to parents.
- Music Open: These are open to all pupils, subject to the specified age range, and they are free to parents.
- Music Invitation: Pupils are invited to join these sessions and they are offered free of charge.

4.2 Club Sign up

- A list of possible clubs is listed on TomCom and posted on My School Portal (MSP) towards the end of each term with clubs for the following term. Parents may sign up for clubs using the SOCS system via MSP.
- Once the club sign up window has closed the SOCS system will allocate club selections based on parent/pupil preferences.
- Some clubs are often over-subscribed. When this is the case a waiting list will be created in case anyone drops out.
- On occasions the numbers of pupils signing up to a club are too few to make the club viable. When this occurs those pupils will be given the opportunity to sign up to an alternative club.

4.3 *Club and extra activity attendance*

Clubs generally run for a 10 week period within each academic term. Pupils are expected to attend each week and to carry out any homework/preparation associated with the activity between sessions. This may involve rehearsals, learning lines or practising their chosen musical instrument, for example, to ensure that they can gain the maximum benefit from their weekly session.

On occasions a pupil may miss a club session due to being committed to another school activity such as a sports fixture or play rehearsal. When this is the case they will not be charged for that session (unless the club is run by an external provider, noted on the clubs list).

If a pupil is unable to attend a club session due to an out-of-school commitment, the parent must inform the club leader and the school office in writing (email) by 08.30 on the day of the club. Similarly if a pupil goes home ill or for any other reason during the day, the club leader and School Office must be emailed. The club will be charged for non-attendance through pupil absence due to home circumstances. Any pupil missing from a club when the register is taken, for which there is no reason, will trigger a security alert procedure to locate the child. If a club session has to be cancelled due to the teacher being unavailable, a TomCom message will be sent to parents to collect their child at the normal dismissal time. In this circumstance the parents will not be charged.

4.4 *Giving notice for clubs*

In general open clubs start afresh with new pupils each term. A few clubs require a two or three term commitment.

Pupils who drop out after the 2nd week of clubs (which may be considered “taster weeks”) may be charged for the full term’s fees.

Development Sessions and Paid development sessions continue from term to term, and year to year. If a pupil wishes to stop doing these clubs, half a term’s notice must be given, or fees may be charged.

Ballet/Drama/Judo sessions continue from term to term, and year to year. If a pupil wishes to stop doing these clubs, half a term’s notice must be given, or fees may be charged.

5. MONITORING

Members of staff will monitor pupil commitments to ensure that they do not become overburdened with clubs and other pursuits and would advise parents to do the same. It should be remembered that “down time” is as important as scheduled activities and a valuable part of a child’s wellbeing.

Participation in a club is not an automatic right and a pupil may be asked to leave a club if their behaviour, attitude or attendance is felt to be detrimental.