

Version	Approval Date	Details	Approved By	New Review
1	pending	New	School Board	

School Club Policy

Purpose

At IQRA College, we aim to provide extra high-quality teaching and coaching opportunities for children during school hours. It is part of the school's strategy to offer this programme within the curriculum hours as part of the health and wellbeing component as well as developing their social, emotional and educational skills. This ensures that each child can participate in an area they are passionate and interested about.

Children will:

- Have greater understanding of health and fitness and opportunities to opt for physical activity to encourage a healthy lifestyle, when attending sports clubs
- Learn and develop new interests, skills and talents eg. robotics, cookery, art etc
- Show a desire to improve and achieve in relation to their abilities and aspirations
- Develop the appreciation of the concept of fair play, team play, honest competition and good sportsmanship when attending sports clubs.
- Understand safe practice and develop a sense of responsibility
- Promote self-esteem through physical competence and learning new skills

Club participation and attendance will be recorded in the student academic report.

Types of clubs

The school provides excellent extra-curricular activities such as soccer, netball, badminton, basketball, robotics and STEM delivered by staff and on occasions by external specialist with appropriate qualifications in their specialist area and in coaching young people and working with children check (WWCC).

Clubs that are run by an outside organisation may incur a cost, however any costs are kept to a minimum. The range of clubs aims to offer the children the opportunity to perform in both competitive and non-competitive games and educationally learn new skills.

There are two types of clubs:

1. **Specialist Clubs:** Places will be offered based on the club's suitability to the age group and required skills. These clubs are run by specialist teachers or external specialist with appropriate qualifications in their specialist area and in coaching young people and working with children check (WWCC). Please refer to the clause under **Specific Requirement** for conditions to maintain club participation.
2. **Sub-School based Clubs:** Places will be given on a rota basis to ensure that all children have the opportunity to attend a minimum of two clubs of their choice at some point during the academic year. These clubs are run by teachers or external specialist with appropriate qualifications in their specialist area and in coaching young people and working with children check (WWCC).

Specific Requirement

For some clubs like soccer and basketball which is run under the school's SAP programme (Sports and Athletics), students may be selected to participate for school tournaments and/or competitions. As these clubs requires commitment and an avenue for students to represent the school, the requirements to be accepted into these clubs is that the student must be:

- a) Achieving a C grade average and above
- b) Keeping to deadlines of school assignments/tasks/projects
- c) Maintain a good behaviour record

General Information for running a school club or competition

- All parents/carers need to complete and return the application form together with payment if required.
- Children are expected to listen to the club teachers and follow instructions. If a child is unable to stay on task, then they may have to be removed for health and safety reasons. Children will be given an opportunity to improve their behaviour before this action would be taken
- The club teachers manage all administration and registers for school clubs.
- The sub-school coordinators and club coordinator are responsible for ensuring that all club teachers are aware of the school emergency and administration requirements and who their emergency contact is.
- The club coordinator is responsible for setting up each club's emergency contact and providing suitable cover if the designated person is unavailable (in cases of clubs that are run outside of the school premise)
- A register should be taken in order to monitor attendance and to ensure that all children are accounted for in the event of an emergency or fire alarm. Copies of these registers are also kept by the school for data purposes.
- Copies of these registers are also kept by the school for data purposes and ensuring that all children get an opportunity within their year to attend two of their chosen clubs (applicable for sub-school clubs).
- Parents/carers should be aware where and when to collect their children after the club has finished (if the clubs are organised out of school premise)
- Children should wear appropriate clothing, where necessary eg. PE kit and sports attire.
- Parents/carers should be given reasonable notice before an event or competition.
- If a club has to be cancelled, we will advise the parents of the child in writing as soon as possible.
- If a club is cancelled on the day, we will telephone or text the parents as soon as possible (for clubs that are organised out of school premise which requires parents drop off and pick up arrangement).

Coaches in school clubs

The school will have several specialists who are experts in their field whenever required. This helps to develop high quality PE and educational experiences within and beyond the curriculum time. To ensure good quality teaching and coaching from outside providers, the school will:

- Check that coaches have the appropriate qualifications in their specialist area and in coaching young people.
- Check that coaches are of good character and suitable to work with children by following required safeguarding checks and procedures. A member of staff may attend the first session of each club to ensure that the adult in charge is suitable.
- Give clear guidelines and support to coaches about health and safety procedures and school behaviour policy.

Accident procedure

If an accident occurs, the club teacher will contact the school office and will establish what assistance is required. First aiders are on site for the duration of all school clubs. The club teacher will then supervise the students, whilst the qualified first aider, attends to the injured child's needs.

The incident will be recorded including the time and what happened by the club coordinator.

The club teacher will inform the parent of the event when they are collected. If the child is unable to continue the club, the club teacher will decide whether to contact the child's parents by phone to be collected early or get them to sit quietly until the end of the class.



Collecting children after a club

- Clubs run after school hours on school site: any child not collected on time at the end of a school club will be brought to the school office where the club coordinator will contact parent/carer and wait with the child until they are collected.
- Clubs run after school hours out of school premise: Parents are expected to be at the designated club venue at least 5 minutes prior the end of club time.

Relevant Policy and Documents

Positive Behaviour Policy

Medical Risk Management Policy