



## After School Clubs, Wrap Around Care & Activities Policy

Reviewed by:	Chris Hancock –Deputy Head Pastoral	September 2024
Approved by:	Trish Watt -Headmistress	September 2024
Governor Approval:	Professor Mark Bailey	September 2024
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### Introduction

Eaton Square School offers a variety of extracurricular activities which take place as ‘After School Clubs’. The clubs offered vary each term depending on the staff available. In the Pre-Prep and Prep, each member of staff is expected to run one club each term. The selection is varied and may include Football, Netball, Arts and Craft, Computers, Yoga, Science, Chess, Drama Club and many more.

Most ‘After School Clubs’ operate from 4.00-5.00 p.m. Clubs run at 55-57 Eccleston Square and off site depending on the nature of the club. For example, certain Sports Clubs run at the Queen Mother Sports Centre or Battersea Park.

Individual Music lessons run for Year One – Six during the School day and outside School hours, and these lessons are arranged by the Director of Music. Lessons during the School day are run on a rotation basis to ensure that pupils do not continually miss the same lesson. Year 5 and 6 pupils are protected from missing more than two core lessons per term.

Pupils may also participate in LAMDA lessons, which are arranged by the School Clubs Coordinator (The School Secretary). Lessons during the School day are run on a rotation basis to ensure that pupils do not continually miss the same lesson. Year 5 and 6 pupils are protected from missing more than two core lessons per term. Year 5 are given priority up until Feb HT and then Year 6 are given priority, in order to facilitate examination preparation.

Music ensembles and the main production rehearsals take place either before or after school or during Park session. Squad practices are also scheduled during and after school.

Selected members of Years Five and Six may be called for compulsory production rehearsals (Summer term).

In the 3-4 year old nursery classrooms, there are different lessons on offer, such as swimming, music, ballet and French. These are included in the daily timetable and parents do not have to sign up for these.

In the Autumn Term, Reception pupils may only take part in ballet and karate. This allows them time to adjust to the demands of school life. Pupils in Y1 – 6 may participate in no more than three clubs per week. This **does not** include invitational clubs or Early Riser Clubs.

### Wrap Around Care

Eaton Square School offers Wrap Around Care provision which is provided by an outsourced company, Premier



Education. Parents receive a booking link if they would like to sign up. The service is an additional cost which is payable directly to the providers Premier Education. [Premier Education | No 1 provider of Sport, Arts & Wellbeing \(premier-education.com\)](https://premier-education.com)

They will form part of the Club Juice where they will collect the children from the dining room. Premier Education have their own registers, food etc. They also have their own DSL and SENDCo. They are aware of the School's Behaviour and Anti Bullying Policy and they use this to manage behaviour.

If parents have any concerns or complaints, they must contact Premier Education directly.

## Tutoring After School

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As a school we do not encourage tutoring, as the children should be receiving all of the support they need in school and at home. However, we understand that in some cases the child has a specific area they need help with, if they have gaps in their learning or low levels of English within the family.

Staff are therefore permitted to tutor children within the school buildings in these cases. However, we would like to ensure that the following protocols are being followed:

- If a parent requests tutoring class teachers use their judgement, based on the child's performance, to decide whether or not tutoring is needed.
- Teachers should NOT tutor children in their own year group, as this can create a conflict of interests
- It is recommended that staff tutor children for **no more** than 2 hours per week after school. Tutoring for more than 2 hours per week could have an impact on your performance, and teachers must always prioritise the time after school to carry out planning/markings.
- If staff tutor ESS pupils off-site, they must ensure all school related work has been completed / prepared.
- Should there be a 'clash' with an after school event staff are required to attend (Parents' Evening, Information Evening, club, parent meeting, staff meeting, School concert/ Production for example) then the school event always takes precedence.
- The Schools' safeguarding and child protection policy and procedures will apply at all times during one-to-one sessions at school. Any incident which occurs during a one-to-one session onsite will be dealt with by the Schools' Designated Safeguarding Lead.
- Teachers must ensure that the Bursar is aware of any tutoring that is taking place onsite.
- Teachers must complete a self-declaration confirming they are declaring the extra income earned from tutoring and are paying taxes on this income as applicable. This self-declaration should be submitted to the Bursar. Staff should be aware that not declaring additional income to HMRC is a serious offence and can result in a large fine or even imprisonment.
- Teachers should have their own insurance policy (and provide a copy of this to the Bursar) if they are tutoring at the school.
- Teachers should have a signed agreement with parents including the following information:



- what activities will take place during sessions and what the tutoring will cover
  - where sessions will take place
  - time and length of sessions
  - cost of sessions
  - whether there is any extra support the child needs, for example if they have a special educational need or disability (SEND) or additional needs
  - an explanation of your safeguarding and child protection policies and procedures.
- The School should also be made aware of any children who are being tutored by a member of staff outside of the school premises and staff members should be aware that the School cannot take responsibility for any tutoring that takes place offsite. Staff should ensure that if tutoring offsite they adopt the same safeguarding practice that they would at any other time: tutoring should take place in a public space within eyeshot/ earshot of parents/guardians.