

After School Activities Policy & Guidelines

This policy outlines what our After School Activities are and how they operate in Holy Family Senior School.

Rationale:

H.F.S.S. After School Activities provide children with a safe, enjoyable, supportive environment, where the children are involved in a variety of sporting and other extra-curricular activities. The activities run three days per week, Monday, Wednesday and Thursday. During different stages of the year, activities will take place on Fridays after school and children will be informed through the teacher or through the school newsletter.

The After School Activities operate within the following parameters:

- **Attendance:**

It is parents responsibility to ensure that each child attends and is collected from the after school activity they have signed up for.

A record of attendance will be kept by the teacher in charge of the school activity. A child must remain at the after school activity for the full duration of the activity unless collected by a parent/guardian.

If a child is not collected after training, the child will be brought by the teacher to the office to ring the parents. The child will remain under supervision outside the office until collected.

- **Structure:**

All children will go to the field/hall/yard at 2.45pm, where they will be met by their respective teachers and coaches. The training session will include warm-up, drills, and game. All activities finish at 3.30pm.

Children attending homework club must first report to the café.

It is important that all children bring a change of clothes and have appropriate gear e.g. helmets/gum shields for after school activities.

- **Injuries**

If a child receives an injury during an after school activity, the teacher will administer general First Aid to the child. Parent/Guardian will be contacted and told of the injury. The child will have to be collected by the parent/guardian if injury persists.

- **Behaviour:**

After School activities is an enjoyable and worthwhile experience for all children, and to aid this, some rules have been drawn up to make it an enjoyable experience. They will operate in conjunction with our school's Code of Behaviour, where positive behaviour is recognised and rewarded.

- Listen to teacher/coach.
- Take instruction clearly from the coach/teacher
- Listen well & take turns.
- Be fair and honest with classmates & teachers.
- Play safely.
- Respect people in our school community.
- Respect property in our school community.

The goal is to provide an atmosphere that is conducive for everyone to enjoy the activity. Every effort will be made to engage the children, however if a child disrupts this environment, the following steps will be enforced:

1. Verbal warning
2. Time out of activity to allow child to regain composure.
3. If unacceptable behaviour persists, parents to be contacted at the discretion of the teacher in charge.
4. If parents have to be contacted twice this will result in the child's expulsion from the After School's Activities.
5. Teacher in charge will keep a record of major incidents.

• **Parents:**

It is important that the children read the guidelines associated with the after school activities.

1. Only children participating in after school activities should be present at the activity.
2. It is parents' responsibility to ensure that children are collected promptly after activity.

This policy will be reviewed termly to include new activities.

This policy has been adopted by the BOM on the _____ of _____.

Signed _____
Chairperson of the BOM