



Newton International Academy ECA Policy

At Newton International Academy, we aim to create a balanced curriculum. We seek to develop a child's full potential by fostering talents and interests. An extra-curricular activities programme helps increase social awareness, social skills, group responsibility and empathy amongst peers.

Aims of the Extra-Curricular Policy

- To enable children to sample and enjoy a broad range of activities.
- To allow children to extend their enjoyment of particular areas of learning through more in-depth study.
- To help children to develop their social skills and learn how to work in a team to achieve a shared goal.

Objectives of the Extra-Curricular Policy

- To ensure that staff, children and parents are fully informed of procedures regarding Extra- Curricular Activities.
- To ensure that parents and outside providers are aware of their responsibilities.
- To provide a safe environment within the school.

Procedures

Before the ECA starts:

- The offer letter is sent to parents a week before ECA's commence.
- Parents return the signed reply slip indicating which ECA their child will be joining.
- Teachers return a confirmation slip to indicate the timing of the ECA the child will be joining.
- Parents enrolling their children in paid ECAs will make the payment at the cashier.

During the ECA:

Paid ECAs:

- Children on the paid ECA list will be collected from their classroom at 13:30 and will wait, under supervision, on the bleachers for the coach to collect them.
- Teachers will indicate that the child has left for the ECA on the after-school tick list.
- Each coach will take a register for each of their clubs at the start of each session.
- The coach to communicate with the teacher/reception for children unaccounted for.
- The children will be taken to the reception after the ECA to be collected by their parents.

Other ECAs:

- Children on the ECA registers will be collected from their classroom at 13:30 and will wait, under supervision, on the bleachers for their ECA teacher to collect them.
- Teachers will indicate that the child has left for the ECA on the after-school tick list.
- Each teacher is to take register at the start of each session. These registers are saved on the Drive.
- All involved must maintain punctuality – children to the activity, teachers must keep to time, parents/carers need to be on time to pick the children up. If there are special circumstances that prevent the above from occurring, then all parties must be notified.

After the ECA:

- All children are to be escorted to the designated areas at the end of the session by the teacher or coach. Parents are not to be on site unless formally invited for a special event.
- All children are to be taken to the reception if the parent is not waiting at the designated area.
- Parents to be contacted if they are not on time and DHOP and HOP to be informed if the parent is persistently



late to collect the child(ren).

Responsibilities

Parental

- To support the outlined procedures.
- To communicate any changes in circumstances to both the school and outside providers in sufficient time.
- To deliver and collect their children on time when necessary.

Teachers, Coaches and Club Leaders

- To provide at least one (weekly) extra-curricular club, activity or team that enriches the school's learning programmes.
- To support, approve and ensure every aspect of the policy is maintained.
- To liaise between interested parties – school staff, parents and children.
- To ensure good communication of the policy to all concerned.
- To communicate cancellation of a club due **only** to unforeseen circumstances.
- To contact the parent if they are not on time to collect the child(ren).

The School

- To provide a variety of activities for children.
- To be inclusive of all age groups, abilities and gender.
- To celebrate extra-curricular involvement at every opportunity.

Children

- To follow the school's behaviour policy.
- To attend clubs regularly and to perform at the very best of their ability.