Hightown Primary School

At Hightown we work together as a school community with pride, respect, rigour and fairness. We celebrate effort, respond enthusiastically to challenges and create positive opportunities that enable everyone to achieve in every way.

Extra-curricular activities policy and procedures

Policy date:	September 2026
Link school staff:	Scot Minto
Link governor:	Rick Niland
Next review date	September 2027

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1. Introduction

At Hightown the extra-curricular activities that we offer form an integral part of our wider curriculum vision. It is our aim to provide as wider a variety of activities and experiences as is possible recognising the diverse interests of the pupils in our schools.

By offering a selection of extra-curricular activities we are seeking to:

- Develop the individual to his or her potential
- Extend individual talents and interests
- Promote healthy lifestyles
- Encourage teamwork and fair play.

As a school we see many benefits in providing a programme of extra-curricular activities:

- Children participate in a range of activities they might not normally have the opportunity to do
- Children can build upon their interests and talents
- They meet with children who are not necessarily in their peer group and therefore widen their friendship groups
- Children are active and we start to build in competitive sport.

2. Co-ordinating extra-curricular activities

Responsibility for organising and coordinating extra-curricular activities will fall to the pastoral support team in school. They will be aided and supported by other staff to help them fulfil this task.

Most activities will take place after school between 3:15pm and 4:00pm.

Activities may take place in the playground, on the sports field or in the hall depending on the activity type or weather conditions.

Occasionally activities may need to be cancelled due to bad weather or other circumstances. In these cases, parents will be contacted as soon as possible, via our standard communication channels (e.g. Integris communication email and Facebook). Parents/carers would be expected to collect their children at the end of the school day.

Extra-curricular activities are not an alternative to after school childcare. The school operates a not for profit after school provision, The Final Whistle, which parents are able to access.

3. Inclusion

It is our aim to make all activities as inclusive as possible. We will aim to achieve a balance of activities both across the school year and age ranges.

To promote inclusion and to remove barriers we will aim to provide, where possible, all activities on either a free or not for profit basis.

4. Procedure

1. Letters are sent out to parents/carers in the weeks prior to extra-curricular activities beginning via email.
2. Included in the letter is a list of activities for the coming term.
3. Parents must reply via email stating which club their child wishes to attend – which will be clearly stated in all communications
4. Hightown do not operate on a first come, first serve basis. We will always endeavour to try and give everybody their first choices; however, this isn't always possible due to the high number of applications.
5. We carefully consider which children have applied for each extra-curricular activity and select accordingly. We will always try to make sure every child gets to do at least one extra-curricular activity each term.

5. Safeguarding

Extra-curricular activities are either run by school staff or outside agencies with specific subject knowledge.

All outside agencies are DBS checked prior to carrying out any sessions.

6. Behaviour

As with all aspects of school life at Hightown we expect children to follow the Hightown Way. Any children not following the behaviour policy or disrupting the lessons may not be allowed to attend future activities.

7. Appendix

Sample extra-curricular clubs planned for 2026-2027

Clubs 3:15 – 4:00 unless stated

- Cross Country Practice
- Girls Football
- Boys Football
- Gymnastics
- Arts & Crafts
- Rugby
- Dance
- Pastels Club
- Dodgeball (boys)
- Dodgeball (girls)
- School Band
- MFL
- Netball
- Cricket
- Handball (Girls)
- Handball (Boys)
- Athletics
- Rounders