

Hodge Hill Girls School Out of Hours Learning Policy

2017-18 (Updated 25/5/18)

What is 'Out of Hours Learning'?

This constitutes a learning activity outside normal lessons which young people take part in voluntarily. It is inclusive, embracing many activities, with many names and guises. Its purpose is to improve young people's motivation, build their self-esteem and help them become more effective learners. It aims to support progress and raise achievement.

Our aims and objectives

- To promote development of the 'whole child' through a range of physical, social, cognitive and emotional experiences.
- To enable pupils to extend their learning beyond the range of the National Curriculum.
- To raise the general level of progress and achievement and build on the work undertaken in school time.

Provision may be targeted in a specific way so as to provide specific opportunities to meet specific needs.

Implementation and Provision

A **Pastoral Manager** has day to day responsibility for the OOHL programme.

- Staff must complete a proposal form, detailing the target pupils and the expected impact.
- If approved, the Admin. team will create a register template.
- Consent must be obtained for all pupils participating. Pupils may NOT participate without parental consent. **Consent forms are produced by the Admin. team only; please liaise with Admin. re: your consent form requirements. The Admin. team will ensure that paperwork is GDPR-compliant.**
- **All consent forms are returned to the Admin. Office for safe storage. Names will be added to the register including information about how the pupil will get home (ie walking or being collected.)**
- Staff responsible for activities must ensure that a register has been completed on OneDrive by 3.35pm, with the activity location detailed.
- Pupils must NOT be left unattended.
- Staff responsible for activities must ensure that pupils leave the activity in line with the information on their consent form.
- The 'Out of Hours Visit Dismissal Procedure and Guidelines' should be adhered to where pupils are not collected or making their own way home in line with the consent form.

Behaviour

- Pupils must follow the **school's Behaviour Policy** at all times. Failure to adhere to this will result in the member of staff responsible following school procedures for behaviour.

Resources

- Please speak to the member of staff responsible for leading a subject/faculty to see if there are existing resources which can be used.

- If resources are needed which we do not have, please discuss with **the Pastoral Manager responsibility for OOHL and the member of SLT overseeing OOHL** before completing a proposal form or promoting the activity to pupils.

Cancelling a Club

If you run a club and need to cancel it, please:

1. Inform the OOHL Co-ordinator (Pastoral Manager)
2. Inform pupils and **check that pupils are able to contact home if needed; ParentPay** can be used to inform parents.