



PRIMARY CLUBS POLICY

Section	Teaching and Learning
Number	TL0419
Version	May 2023
Pages	3
Date created	April 2019
Approved	SCHOOL COUNCIL
Review	November 2025

1. PREAMBLE

John Wollaston Anglican Community School (the School) conducts a co-curricular clubs program for the enjoyment, social development and character enhancement of students in Years 2 to 6 in Terms 2 and 3 each year. All academic staff members are required to contribute to the Primary Clubs Program as part of their co-curricular commitment of up to 40 hours as specified in the policy *Workloads in ASC Schools in WA*.

2. STAFF COMMITMENT

- Academic staff members working 1.0 FTE are expected to conduct a co-/extra-curricular club for one hour per week after school (3:00pm – 4:00pm) for two (2) terms.
- Academic staff members working part time are expected to conduct a co-/extra-curricular club for one hour per week after school (3:00pm – 4:00pm) for one (1) term.
- Staff members who have queries about whether they are meeting their co-curricular commitment should speak with the Deputy Head of Primary.
- Staff commencing in Term 2 or 3 of an academic year are exempted from the Clubs program commitment until the following academic year.

3. CLUB TYPES

- Whilst a wide variety of clubs are encouraged, preference should be given to activities that value-add to the students' experiences at the School.
- A 'Voice and Choice' approach is promoted in the Primary School and students in Years 2 to 6 will be surveyed via class discussion on the types of clubs they would like to see offered in the Primary Clubs Program.
- The student survey data will be collated by the Deputy Head of Primary and Co-Curricular Coordinator for staff information.

4. DURATION AND TIMING

- The Primary Clubs Program will run in Terms 2 and 3, with some exceptions, e.g. Rock Band, Musical Theatre, Sporting Schools, Swimming
- Primary Clubs will generally run for one (1) hour after school e.g. 3:00pm to 4:00pm. Some Primary Clubs may be conducted before school from 7:30am to 8:00am and at lunchtime from 12:15pm to 12:55pm, to maximise student access to and participation in, the Primary Clubs Program.

5. APPROVAL

- Approval for each club will be at the discretion of the Co-Curricular Coordinator in consultation with the Deputy Head of Primary.

6. MINIMUM REQUIREMENTS TO BECOME OPERATIONAL

- Depending on the nature of the Primary School Club there will be a minimum and maximum number of students required to join, before approval will be given to run the Club.

- In light of the above, staff may be reallocated to a club with large numbers of enrolled students.
- Where possible, two staff members will be allocated to each Club.

7. BUDGET

- Activities should be chosen that do not require significant funding and are at minimal expense to the students.
- Budget approval will be at the discretion of the Head of Primary.

8. PARENT/GUARDIAN/STUDENT AND OTHER VOLUNTEERS

- Parents/Guardians and other volunteers are welcome but they must have a current Working with Children Check card which must be sighted by the Primary Receptionist and a copy made to be retained on file. All visitors must sign in at the Primary Reception before moving to their allocated club/venue.

9. EXTERNAL PROVIDERS

- External providers are welcome but they must have a current Working with Children Check card. All visitors must sign in at the Primary Reception before moving to their allocated club/venue.

10. CLUB ATTENDANCE

- Attendance in the Primary Clubs Program is voluntary for students in Years 2 to 6.
- Student attendance is to be recorded by staff via SEQTA.
- If students are unable to attend their club, notification from a parent/guardian must be forwarded to the Teacher-in-Charge of the Club and to Primary Reception.
- All unexplained absences from Primary Clubs will be followed up by the Primary Secretary.
- Students participating in one of the School Sporting Clubs may participate in more than one club.

11. STUDENT ENROLMENT IN THE PRIMARY CLUBS PROGRAM

In the first two (2) weeks of Terms 2 and 3 the Deputy Co-Curricular Coordinator will:

- Forward an information message and a booklet listing available clubs to all Years 2 to 6 students and their families via SEQTA Direqt message.
- Forward a link to the Primary Clubs Selection Form to all Years 2 to 6 students via SEQTA Direqt Message. This link will be to Microsoft Forms Survey and will be contained within the information message (as indicated above).
- Allocate students to clubs based on their preferences indicated via the data collection tool. Once a student has been accepted into a club, it is unlikely that he/she can move to another club, so choices need to be made thoughtfully.
- Inform staff, students and parents/guardians of student allocations to clubs.

12. VENUE/LOCATION REQUIREMENTS

- Suitable venues will be determined according to student numbers and the nature of the Club.

13. STAFF ABSENCE AND UNFORESEEN CIRCUMSTANCES

- A club may be cancelled in the event of staff absence or unforeseen circumstances such as extreme weather events. In circumstances such as these, parents/guardians will be notified of the Club's cancellation.