

A-14 EXTRA-CURRICULAR ACTIVITIES



POLICY STATEMENT

TWOOSH aims to support Guardians who wish to provide extra-curricular activities for their children during TWOOSH opening hours. TWOOSH will endeavour to coordinate with community groups to enable children from TWOOSH to participate in such activities.

REFERENCES AND CONSIDERATIONS

- National Quality Framework 2012
- Education and Care Services National Regulations, 2011
- Community groups operating within school grounds and on Oakleigh Oval

Related TWOOSH documents

- TWOOSH Philosophy
- Family requests
- Extra activities permission form (online)
- Community groups operating within school grounds and on Oakleigh Oval

PROCEDURES

- ◆ Activities which may be offered within the school grounds or on Oakleigh Oval include, but are not limited to:
 - extra-curricular school activities
 - band practices, music and keyboard lessons
 - dance, martial arts, basketball, cricket, baseball, soccer and netball training
 - art and drama classes
 - school discos
- ◆ Guardians who wish for their child to attend an extra-curricular activity within school grounds or on Oakleigh Oval from TWOOSH during TWOOSH opening hours need to complete an extra activities permission form, available on the website.
- ◆ Guardians are required to let the activity leader/tutor know that their child will be attending from TWOOSH.
- ◆ If a child has an activity scheduled at 3.15pm but is coming to after school care afterwards, Guardians need to remind their child to come to TWOOSH before they attend their activity to be signed in at roll call and have some afternoon tea if they wish. If the child does not attend roll call, they will be assumed 'absent' and Guardians will be called.
- ◆ Each day an Educator will be allocated the task of coordinating 'Extra Activities'. This person's name will be noted on the white board out the front. This person will remind all children attending extra-curricular activities to get ready, and will escort the children. The children need to report back to this person to notify them of their return when they arrive back at TWOOSH. This Educator is responsible for signing the children in and out of TWOOSH at these times.
- ◆ For child protection reasons, children will be escorted by an Educator along with a small group of at least 2 other children so that Educators are not left alone with any child.

- ◆ TWPS policy states that no child is to be alone in a classroom. For any extra-curricular activities held in classrooms, Educators will physically escort the child to the classroom and ensure the person responsible for them is there already. Educators will wait with the child until the person arrives. If they are more than 5 minutes late, the child and Educator will return to TWOOSH. It is then the organiser's responsibility to contact the Guardian to cancel or request to change the activity time. It is not TWOOSH's responsibility to follow up these situations.
- ◆ For activities on Oakleigh Oval, children must be escorted to and from these activities by either Educator or an authorised person. Educators will remain with the children until the organiser of the activity arrives, for a maximum of 5 minutes after the appointed start time.
- ◆ For band practice in the school hall, children will be able to make their own way there as long as they have been signed into TWOOSH and the extra activities person has made note of their attendance.
- ◆ Children are encouraged to take responsibility for their own after-school activities. Children are encouraged to change into specialised uniforms and take care of their clothing and equipment themselves. Educators will support children by helping children with more complicated uniforms and reminding children of their activities as required on an age-appropriate basis.
- ◆ Please be aware that there are many children at TWOOSH on any given afternoon and the safety and organisation of the whole group of children is our first priority. Educators will do their best to ensure that a child is reminded to attend their individual activity.
- ◆ TWOOSH is not responsible for any issues or concerns regarding activities, equipment and uniforms, organisers, or teachers of extra activities while children are at their extra-curricular activities. If you have any issues or concerns, please take it up with the appropriate people. TWOOSH is also not responsible for letting providers know if your child will not be attending the extra activity that day.
- ◆ If a child is attending extra activities during times of the day when food is served to children at TWOOSH, Educators will ensure the child has been provided with extra food when they return, if they wish.
- ◆ If there are changes to days, times, or locations of activities, it is the Guardian's responsibility to ensure TWOOSH is notified in writing. Please contact TWOOSH as soon as possible if activities are cancelled. TWOOSH needs to know when the children are no longer participating in an activity so it can be removed from the extra activity list.
- ◆ TWOOSH is not responsible for the children whilst they are signed out from TWOOSH temporarily to attend their extra activities. Any incidents that occur during their extra activity times are the responsibility of the organiser, and the organisers must exercise their own duty of care. This includes situations where the extra activity finishes earlier than expected. The organiser is responsible for the children until a TWOOSH Educator arrives.
- ◆ If for any reason the child will not be returning to TWOOSH on a particular day (eg, if there is an incident), the organiser or Guardian must inform TWOOSH.
- ◆ If an activity is causing disruption to TWOOSH operation or becoming a hindrance to service delivery or administration, Management reserves the right to inform guardians that their children will not be able to attend the activity directly from TWOOSH.
- ◆ During Vacation Care, Guardians will need to notify TWOOSH in writing if their child is still attending any extra activities they would usually attend during term time.

Revisions

Date of next review: March 2026

Date	Reviewer	Approved by
07.08.17		TWOOSH Management Committee
06.08.18		TWOOSH Management Committee
03.05.19		TWOOSH Management Committee
22.06.20	MS, MK	TWOOSH Management Committee
6.05.21	RM	TWOOSH Management Committee
05.12.22	HBD	TWOOSH Management Committee
10.09.24	AB	TWOOSH Management Committee
