



# Disco and Events Policy

## Oasis Academy Shirley Park Primary Phase

**Implementation: September 2017**

**Review no later than September 2024**

**Reviewed by: Mark Craggs Sept 2022**

**Reviewed by: Laura Evry Sept 2023**

### Introduction

At Oasis Academy Shirley Park Primary, we strive to ensure children have an exciting and enjoyable time at our school. While learning is at the forefront of what we do, coming together as a community is just as important, so we can celebrate our achievements and enjoy ourselves. Therefore, we work together with our PTA (Parent and Teachers Association) to hold events such as school discos, cake sales, school fairs and other events to enrich the school curriculum. We then allocate monies raised to provide equipment and resources for the benefit of the children in the school. Working together with our PTA allows staff to have a continuous dialogue and partnership with parents to ensure the needs of the children are met.

While it is important for children to have a fun time at these events, safety is paramount. This policy details procedures for when an event takes place at our academy.

If you would like any more information, please contact Sharon Sinclair (PA to Primary Leadership Team).

We have each year, discos for each phase as well as a Year 6 Leavers' Disco. All discos are directed time, therefore all staff must be on hand to help unless directed elsewhere by ALT.

All class teachers are required to help out at their own phase's disco.

Whole School Disco Events:

- Reception Disco: times arranged by Rec staff. Home Clothes Day for EYFS - £1 voluntary contribution to cover drink and snack.
- KS1 Disco: 16:30-17:30 Stroud Green, £1 per ticket.

- KS2 Disco: 16:30-17:30 Stroud Green, £1 per ticket.
- Year 6 Leavers' Disco: 16:30-17:30, Long Lane, free admission.

## Preparation

The PTA organize school discos including decisions on theme, costs and spending. The Headteacher has the final say in these decisions. There is an allocated and accessible place at Stroud Green to store disco equipment.

Before the discos, the PTA and SLT will:

- 1) Confirm DJ's attendance in plenty of time for all discos requiring DJ
- 2) Buy supplies.
- 3) Ensure efficient sale of tickets: Newsletter reminders. £1 for all discos; this includes a drink and snack. This is a voluntary donation for Reception. Class teachers to collect money and tick off those who have paid and give out tickets. Children can pay for entry on the door.
- 4) Arrange for KS1 and 2 discos to have a tuck shop. Children instructed to bring in up to £2 to spend.
- 5) Arrange PTA for volunteers to set up the hall, help out and clean the hall and equipment used after the KS1 and 2 discos, and for year 6 staff to do so for Year 6 disco.
- 6) Inform staff know the date and time of the event and allocate jobs for them.
- 7) Inform the Admin team to set up the float for KS2 disco
- 8) Inform site staff of later closing time.
- 9) Ensure microphones and stereo are working and batteries are powered.
- 10) Place Signs on doors to show 4 collection points if required: KS1 disco: Apricot, Mulberry / Plum, Elm / Oak, Holly / Ash. KS2 disco: Year 3 / Year 4 / Year 5 / Year 6 (if attending)
- 11) Ensure Holiplay and after school clubs have another venue on these nights.
- 12) Ensure there is a first aider on duty during the discos and are aware of their duties on the evening.

Class teachers will:

1. Collect monies and keep a record of who has paid.
2. Hand out tickets.
3. Give record to people on the door in case children forget their tickets.
4. Attend their class' disco

## Procedure on the day: Spring and Summer Discos

Members of PTA will set up the hall on the day of the disco.

All staff to be in the right place to complete their jobs within plenty of time.

PLT members to staff the office / hand out snacks and drinks and be on gates. Collect tickets (these will have child's name and class on, and so act as a register). Different colours for different classes. Children who pay on the door are written down on separate sheet.

KS 1 and 2 Tuck shop: children can bring in suggested amount of up to £2 to buy additional sweets, finger food and drinks.

Rec teachers to arrange Rec disco independently

KS1 and KS2 discos: children enter via the office and leave via the hall doors.

Two reception classrooms: waiting area for parents

Other two: toilet facilities.

Children to leave in an orderly way: sat in lines in their class with coats, once their parent comes to the door they are released.

Late collections supervised by PLT.

## Year 6 Leavers' disco

Year 6 will arrive independently at 16:30 and then will be dismissed at 17:30. Hall swept and tidied (electrical and cleaning equipment put away, black bags in skips). SLT to ensure float is secure. Year 6 staff, SLT and any other teachers that wish to should stay for the leavers' disco.

## Spending

Any spending for events to do with the school must be finalised by the Headteacher.

## Appendix 1

### Summer (KS2 – Years 3-5) and Christmas Disco Rotas

	<b>Reception Disco</b>	<b>KS1 Disco 3.20-4.20</b>	<b>KS2 Disco 4.40-5.40</b>
Which staff?	Rec + 1 SLT	KS1, SLT and $\frac{1}{2}$ EYFS staff	KS2, SLT and $\frac{1}{2}$ EYFS staff
Hand out Snack Box in exchange for ticket.	SLT	SLT	SLT
Sign children in on arrival			Class teachers
Tuck shop and drinks / Water station for Rec and KS1	Reception staff member	PTA and KS1 teacher	PTA and KS2 teacher
Corridor directing parents to parent room if needed	Not needed	KS1 teacher	KS2 teacher
Tea/Coffee for parents / monitor parents room if needed	Not needed	KS1 teacher	KS2 teacher
Monitor toilets	Reception staff member	KS1 teacher	KS2 teacher

Supervise children in the quiet room	Reception member of staff if needed	KS1 teacher	KS2 teacher
Monitor hall	Remaining Reception staff	Remaining KS1 teachers	Remaining KS2 teachers
Supervising lates after disco	Normal late room	KS1 Phase leader	KS2 Phase leaders