

**AFTER SCHOOL CLUBS**

**Range of Clubs**

At the beginning of each term, the range of after school clubs on offer for that term will be distributed to all Parents/carers.

**Joining Arrangements**

Children who are interested in joining any of the clubs should complete the slip on the after school clubs letter and return to the school office. Confirmation letters will be sent home either by paper copy or via email with details of the club time, venue and arrangements for walking home without an adult if the child is in Year 5 or 6.

The letter will also outline what needs to be done should the child be unable to attend a session or no longer wishes to continue with the club.

For any club that is oversubscribed, it shall be divided into 2 groups with one group of children attending the club in the first half of the term, and the other group attending in the second half of the term. Both groups will attend for the same number of sessions so that it is equal. Confirmation of groupings will be included in the confirmation letter sent home.

Places are allocated on a ‘first come first served’ basis, and for any club that is oversubscribed, and cannot be split into groups, a waiting list will be operated.

# **Registration**

A new register will be compiled every term. It will be started during the first week’s club meeting and amended when necessary.

# **Attendance**

It is expected that a child will commit to one whole term’s membership of the chosen club(s), unless the club has been split into groups in which case it is expected that the commitment will be for the duration of the half-term. Parents are requested to inform the club organiser in writing if their child wishes to leave the club before the end of term.

# **Absences**

Parents are requested to inform the club organiser in advance if their child is unable to attend one of the sessions either by sending a note to the club organiser or by calling the school office who will then pass on the message.

Attendance and absences will be recorded in the club register at the beginning of each session. The register will clearly record whether

* The child is present
* The child is absent and the club organiser has been reliably informed (in the ways outlined in this leaflet)
* The child is absent but the club organiser has not been reliably informed.

The register will then be sent to the School Office to allow parents/carers of unexplained absentees to be contacted.

# **Communication**

The club organiser and School Office will have a record of each child’s class to enable them to send out correspondence informing Parents in advance of:

* Forthcoming special events involving the club
* Unavoidable changes in arrangements

# **Cancellation**

Parents will be notified, in advance, of any sessions that need to be cancelled. This will either be by text or email. If a session needs to be cancelled on the day itself e.g. unexpected illness of the club leader, the school will endeavour to notify parents by text during the morning.

If a session is cancelled after midday e.g. owing to adverse weather conditions, the club organiser will supervise the children within the school, until the time the club usually ends..

# **Supervision and Safety**

The confirmation letter will inform parents of the collection point for the club and ensure that all children leave with a responsible adult. Children who are permitted to walk home unaccompanied should give written permission from the parent/carer to the club organiser.

A ‘first-aider’ will always be on school premises for the duration of the club session.

In case of fire, the children will be led on to the playground, following normal school procedures, where the club organiser will check the club register.

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