



# Brinsworth Whitehill Primary

## After School Club Policy

### *Policy for After School Clubs at Brinsworth Whitehill Primary School*

#### **1. Rationale.**

- At Brinsworth Whitehill Primary School, we believe that After School Clubs can help to enhance a child's learning and enjoyment at school. It can help children to acquire and develop new and existing skills, and can expose children to activities that they may not otherwise encounter.
- As a result of this, it is the expectation of the headteacher and the governors' that each teacher will register and dismiss an after-school club.

#### **2. Clubs Offered.**

- At the start of each term, all parents will receive a full listing of clubs, procedures to follow and permission slips.
- At the beginning of each term, any new clubs will be announced during whole school assembly and detailed in the school newsletter.

#### **3. Joining Arrangements.**

- Children who are interested in joining any of the clubs will take a permission slip home and return it, completed and signed, to the school office. The permission outlines for parents the following information
  - Staff in charge
  - Day and time
  - Venue

#### **4. Start Dates.**

- All clubs will outline the start and finishing dates along with how many weeks they are to run for.

#### **5. Registration.**

- A register will be taken by the staff member in charge. The register will clearly record whether
  - The child is present
  - The child is absent and the club organiser has been reliably informed.
  - The child is absent but the club organiser has not been reliably informed.
- Children in the third category must be followed up. The staff member will send a child to the office with the register and office staff will ring home.

#### **6. Attendance.**

- It is expected that a child will commit to all the dates for membership of the chosen club. Parents are requested to inform the club organiser in writing if their child wishes to leave the club before the end of the sessions.

## **7. Absences**

- Parents are requested to inform the club organiser in advance if their child is unable to attend one of the sessions.
- This can be done either by sending a note via the child to the club organiser or by 'phoning the staff in the school office who will then pass on the message.

## **8. Cancellation**

- Parents will be notified, in advance, of any sessions that need to be cancelled.
- If a session needs to be cancelled on the day itself e.g. due to the unexpected illness of the club leader, the school will notify parents by phone or text message and the children will follow the arrangements agreed with parents.
- Should a session be cancelled at the last-minute e.g. due to adverse weather conditions, the club organiser will supervise the children until all children have followed the arrangements agreed with parents.

## **9. Supervision and Safety**

- The club organiser will ensure that all children leave the building safely as per the arrangements agreed with parents.
- Siblings of children attending clubs are to be collected as usual at the end of the normal school day. Neither the school nor the club organiser is responsible for the supervision of siblings during the club session.
- 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 where the club organiser will check the club register.

