

Before and After School Activities and Clubs

Meare Village Primary



Approved by:	Headteacher	Date: January 2023
Last reviewed on:	January 2023	
Next review due by:	January 2024	

1 Introduction

- 1.1 At Meare School we believe that After School Activities 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 have access to.

2 Activities and Clubs Offered

- 2.1 At the start of each term, all parents will receive a full listing of after school activities and clubs, procedures to follow and permission slips.

3 Joining Arrangements

- 3.1 Children who are interested in joining any of the after-school activities or 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
- Arrangements should the club be cancelled last minute
- Cost of the activity
- Necessary clothing/kit

4 Consent Forms

Parents/carers will need to complete consent forms for certain club, this will include:

- Permission to administer first aid
- Photo permission
- Emergency contact details
- Medical/dietary information.

5 Start Dates

- 4.1 Details of clubs to be offered will be sent out termly or half termly, depending on the club.

6 Registration

- 5.1 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 school office with the register and office staff will check with the class teacher or ring home.

6 Attendance

- 6.1 It is expected that if you want your child to attend an after-school activity that you register with the school office who will inform the club organiser.

6.2 For After School Activities, payments should be made and arranged with the school office not directly to the Club Organiser.

6.4 Clubs will have a minimum and maximum number of members.

7 Absences

7.1 Parents are requested to inform the school office if their child is unable to attend one of the sessions.

8 Cancellation

8.1 Parents will be notified, in advance, of any sessions that need to be cancelled.

8.2 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 been collected.

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 or children who are not booked in for that session e.g. parents' evenings in school or after school meetings.
- In case of fire, the club organiser will follow fire procedures and check club register at the fire assembly point.

10 Lunchtime Clubs

- Any lunchtime club will follow all regular school procedures. They will run from 12.45-1.15 pm.
- Permission slips are not required for lunchtime clubs.
- Should a teacher have to cancel a lunchtime club, children should follow their normal lunchtime procedure.
- Only Year 6 children can lead a lunchtime club.
- All children-led lunchtime clubs need to have an adult who agrees to be available to supervise in case of emergency.
- Year 6 children are responsible for setting up and clearing up.