



Achieving the best

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After School Club – Cancellation arrangements and responsibilities

Our objective is to ensure that all children are safe and secure and both school staff and parents /carers know what the procedures are for clubs across the school.

Club Organiser

- If the club has to be cancelled due to staff absence/meetings etc, the organiser must ensure that a note is sent home in advance or the organiser informs the Office to contact all parents/carers by phone/text
- Club organisers will inform the school office when a cancellation decision is taken – if weather dependent, by 1pm on the day of the club
- If the club is cancelled at late notice due to bad weather, the organiser must ensure that all children on the club register have been collected at the end of the day
- Any absences on the club register will be first checked by the club organiser and then followed up by a call to the Office (before the club commences); this is for safeguarding

Parents

- Parents will be notified by text by 1.30pm if a club is being cancelled due to bad weather - parents must then organise collection at 3.30pm. However, if this is difficult, we will keep children safe until parents arrive. Please make your way to the school Office and we will call for children to be brought for collection.
- If your child is not attending a club after school for any reason, we need notification from Parents. Failing this, your child will be encouraged to participate in the club.
- If your child signs up to a club please encourage them to stay every week. Clubs are always popular and there are often waiting lists for children to join. If your child is absent for two weeks without reason, we reserve the right to offer their place to somebody else.

Children

- Children who have registered to attend a club should attend regularly and if they are unable to attend the club after school (due to being unwell/parent needs to collect early etc) they should let the Office know as they leave. The Office will then update the club organiser..
- Children who do not wish to continue attending a club after trying it for a few weeks should let the club organiser know. The school can then confirm the information with Parents and we can offer the place to a child on the waiting list.
- Cancellations – for those clubs cancelled on the day, children will have had their parents/carers contacted by the Office. Children must wait safely in the confirmed area and not leave the area until collected (The office will inform staff if there has been a problem with collection and they will be asked to wait safely in a designated place).



