

The Windmill Primary Federation



Policy for After School Clubs

Rationale

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.

Clubs Offered

At the start of each term, parents will receive a list of clubs to be offered that term with permission slips.

Joining Arrangements

Children who are interested in joining any of the clubs will need to sign up for the duration of the club (half termly) and pay in advance each half term. They will take permission slips home and return it, completed and signed with the relevant money, to the school office. The permission slip outlines the following information: Staff in charge, day, time and venue.

Registration

A register will be taken by the club leader before the start of each session. Emergency contact details will be kept with the register as well as a list of any pre-existing medical conditions.

Attendance

It is expected that once a child signs up to a club, they will commit to attend for the full duration of the club.

Absence

Parents are requested to notify the school office in advance if their child is unable to attend one of the sessions.

Refunds

In accordance with the school "Charging and Refund Policy" refunds will be paid if: the club is cancelled or the child is absent due to illness. Absence for any other reason will not be refunded.

Cancellation

The club leader is responsible for managing the designated club even if weather is inclement (alternative activity will be planned as contingency). Cancellation will only be in extreme circumstances, e.g. sudden illness of coach. If the coach cancels before noon, parents will need to collect their child at the end of the school day. If the coach cancels after noon, parents will be contacted but school will supervise the children if parents are unable to get to school at such short notice. A child will never be left unsupervised.

Supervision and Safety

The club leader will ensure that all the children leave the building safely. The school will ensure that any club leader is DBS checked and holds a full and current First Aid certificate.