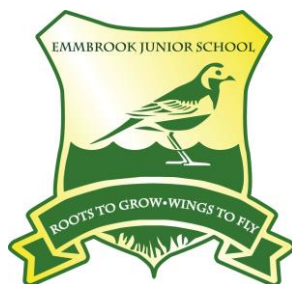


# Emmbrook Junior School



## EXTRA CURRICULAR CLUBS POLICY

<b>Responsibility of:</b>	<b>Finance, Community and Premises (FCP) Committee</b>
<b>Date of Policy:</b>	<b>September 2017</b>
<b>Date of Review:</b>	<b>June 2019</b>

### 2014 Mission Statement

The Emmbrook Junior School community works together to further develop each child's abilities by creating a nurturing and motivating environment for learning. Each child's self-confidence will be strengthened so they make good academic progress whilst gaining increasing resilience and respect for the community.

#### **Aim**

This policy aims to ensure the Health & Safety of pupils attending after-school clubs. The policy will be followed by the school/outside providers to ensure this aim is met.

The appropriate health and safety measures will be adhered to by the club provider e.g. appropriate clothing, footwear; safe use of materials; washing of hands after activities.

A risk assessment will be carried out by the club provider to ensure that working arrangements comply with Health & Safety Guidelines.

#### **Procedures**

Children wishing to attend an after school club will be required to submit a permission form from their parent/carer.

The parent / carer will indicate who will collect their child at the end of the session, or give permission for their child to leave the premises and go home by him/herself.

Children / parents must understand that the child has to remain on the premises until the parent / carer has been contacted unless permission has been given for the child to go home by him/herself.

#### **Cancellation**

If a child does not wish to continue attending the club, a letter from their parents will be required.

- If a child is ill and not in school, the club provider will establish the whereabouts of the child through the Office.
- If a child comes to school and is sent home ill, the provider will establish the whereabouts of the child through the Office.
- Clubs will only be cancelled in extreme circumstances. In the event that a club is cancelled, the information will be communicated to parents as soon as possible, usually by text message.
- Children are expected to be collected on time (as stated on the club letter) from the club. Children who are collected more than 15 minutes late on more than 2 occasions will be excluded from the remaining sessions.
- In this situation, a refund for the missed sessions will not be given

### **Registering**

- The Office will prepare a 'Club Register' i.e. a list of pupils who go to that club. Included with the register will be a contact number for each child and details of how they will be getting home.
- A copy of the register will be kept in the Office.
- The register is to be taken by the provider and any absentees to be located or accounted for.
- In the event of a child not being accounted for, the club provider must inform the office staff or another member of staff immediately, who will take measures to locate the child and contact the parent / carer.
- If the child is located within the school, he / she will join the club.
- At the end of the session, the club provider will ensure pupils are dismissed, as requested by the parents.

### **Charging**

- Where costs are incurred by out of hours activities charges may be made in accordance with the school's Charging Policy.
- Where a child is eligible to pay a charge and monies are not paid in a reasonable time then the child may be excluded from the activity until such time as the charges have been paid.

### ***Approved by Governing Body***

***Chair of Governors***

***Date 19.09.2017***

***Head Teacher***

***Date 19.09.2017***