



Procedures for Teacher-led After School Clubs – Summer Term 2022

Applying for clubs:

- Clubs for the Summer term will run for 10 weeks from Monday 25th April to Friday 8th July 2022 (with the exception of half term which is the week of Monday 30th May to Friday 3rd June 2022).
- The termly cost of each activity is set out on the clubs timetable. Individual clubs range in cost between £10 and £30 for the term, payable on application to the club and non-refundable. Consent and payments should be made for the full term's attendance on-line via the school's Scopay system in advance of the club start date.
- Please note that children will not be allocated a place at their chosen club unless full payment has been received. Places will be allocated on a first come, first served basis.
- The school will provide parents with 24 hours' notice (via email) in the event that a club session has to be cancelled, with the exception of where the session relates to staff absence that day or inclement weather, when the notice period may be shorter.
- If you are eligible for benefits-related Free School Meals and are experiencing financial difficulties in paying for clubs, please speak to the school in confidence.

Club attendance:

- A register will be taken at the start of each club session. A note or phone call is required for any child missing a session (unless the child has been absent from school that day as this will already be recorded on the school's register).
- Activity leaders will notify the school office if a child is not present at the club and we have not been informed. The school will then contact parents / carers to ensure that the child is safe.
- After the club, children will be taken by the teacher to the main door, where parents can collect them from the front of school.