



# Randal Cremer Primary School

## After School Clubs: 2016–2017

**Our aim** at Randal Cremer is to provide a wide range of after school clubs for all children from year 1 to year 6. We also want to encourage children to develop friendships between the different age groups, work together co-operatively and develop their talents and interests.

### Organisation of clubs

- All clubs start during the second full week of the autumn, spring and summer terms and during the first week back after half-term breaks.
- Clubs do not run during the final week of Terms.
- After-school activities usually run from 3.30 - 4.30 pm.
- Children should be picked up at this time. If you are unable to collect your child please make other arrangements so that your child is collected on time by a known adult.

### Requesting a Club Place

- Requests for a place at a club are made by completing and returning the clubs return slip to the School Office.
- Any parent who would like their child to attend a club but is unable to meet the financial cost can approach the school that will consider their request and may be able to offer support.
- Should a chosen club(s) be oversubscribed, we will endeavour to offer a place in an alternative club.



## **Attendance**

It is expected that a child will commit to a term's membership of the chosen clubs (e.g. Autumn, Spring, Summer). Parents are requested to inform the School Office if their child wishes to leave the club before the end of term.

## **Supervision and Safety**

The club leader will ensure that all children leave the building safely as the arrangements agreed with parents.

## **Collection of Children from Clubs**

Activities are planned for the full duration of a Club; sessions will often end with some 'tidy-up' time, therefore parents are asked not to collect their child early unless by pre-arrangement or in exceptional circumstances.

Parents/Carers should ensure they collect their children promptly at the end of an after-school club.

Children who are not collected on time will be taken to the school office.

If children are routinely collected late from a club, parents will be contacted to discuss the situation.

## **Behaviour**

We expect all children to behave in an appropriate manner and any unacceptable behaviour will not be tolerated.

## **Feedback**

To ensure we continue to offer a high quality and relevant range of after-school clubs we encourage parents to complete a questionnaire. All feedback will be carefully considered and taken into account when decisions are taken about clubs provision for the next term.

## **Complaints**

If parents are concerned about any aspect of an after-school club, they should talk to Rose or Jo in the first instance.