



POLICY TITLE	After School Club Protocol
UPDATED	January 2022

Minet Junior School: "After School" Clubs: (Protocol)

Teachers run an "after school" club for one term per year. As a school we are very proud of our hard working staff and the many adults (teaching and non-teaching) who so willingly give up their time after school to enhance the education and enjoyment of our children through a variety of clubs.

- For any "after school" club teachers **must** send a letter home to parents/carers stating the day, starting date and time of the club
- The letter should have a permission slip which the parents/carers **must** sign and return before the child can attend the club
- The permission slip **must** also state if the child will be collected or allowed to go home on their own, contact number / medical conditions
- Those children being collected **must** be collected on time (if a parent/carer is delayed for any reason they must phone the school to let us know). If not collected on time twice the child will be withdrawn from the club
- If a child is unable to attend a club for any reason the parent/carer or child **must** inform the relevant teacher in advance
- Teachers or adults running "after school" clubs **must** keep a weekly register of those children attending the club
- Children not attending a club for 2 consecutive weeks without a good reason will be removed from the club to give another child an opportunity
- The school office **must** be provided with a copy of the register of the club
- Teachers **must** inform the school office as early as possible if a club has to be cancelled
- "After school" clubs are a privilege for children to attend – if children's behaviour is a cause for concern the school will exercise its right to exclude the child from a club