

# **Auchinloch Primary School & Nursery Class**



## **After School Clubs Policy**

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### **Rationale**

At Auchinloch Primary 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.

At Auchinloch Primary we aim to offer one per term per stage after school clubs throughout the year.

### **Clubs Offered**

- At the beginning of each term, any new clubs will be announced during whole school assemblies, in the school newsletter, the school website and twitter.
- Throughout the year we aim to offer clubs to every year group.

### **Joining Arrangements**

- Children who are interested in joining any of the clubs will take a permission slip home and return it, completed and signed, to the office.
- Each club will have a set number of places available.
- Where a club is oversubscribed names will be balloted.
- If a child fails to attend a club on 3 occasions, for reasons other than absence from school, their place will be withdrawn and offered to another child.

### **Registration**

- A register must be taken at the beginning of every session.
- Children who are absent must be reported to the office immediately.
- The office will text to notify the parent of the child's absence and clarify that the child is home safe.
- If a child indicates that he / she is not going to attend a club the office should phone home to check the parent is aware and there is someone home prior to the child leaving school.
- All permission slips, with details of phone numbers, must be kept with the register.

### **Supervision and Safety**

- The club organiser will ensure that all children leave the building safely as per the arrangements agreed with parents. A sheet providing details of how children get home will be kept with the register.
- Children who have been instructed to walk home, may do so. All other children must remain in the school, until someone collects them.
- The person running the club should remain with the children until everyone has been collected.
- Siblings of children attending clubs are to be collected as usual at the end of the normal school day. Neither the school nor the club organiser is responsible for the supervision of siblings during the club session.
- A 'first-aider' will always be on school premises for the duration of the club session.
- In case of fire, the children will be led on to the playground where the club organiser will check the club register.

### **Lunchtime Clubs**

- Permission slips are not required for lunchtime clubs.
- Should a teacher have to cancel a lunchtime club, children should follow their normal lunchtime procedure.