

**Selwood Academy After School Clubs**  
**Important Information for Parents/Carers 2025-2026**

- Only sign your child up for a club that they are interested in and can commit to attending each session and does not clash with any other activity/club they are taking part in
- When you would like to book your child onto a club you will need to go to the Activities section on the Arbor Parent App or Portal and go to Clubs. All clubs that are open for sign up and that your child is eligible for will be listed
- The After School Clubs Home Time Arrangements consents section will then be made available to you in the Arbor Parent App or Portal so you can make a note for the members of staff running the clubs of the home time arrangements for your child
- All clubs have a maximum number of spaces available that are allocated strictly on a first come, first served basis
- When a club reaches its maximum capacity, it means that no more participants can be signed up for that particular club. If a club is full you will not be able to complete the sign-up process on Arbor and may receive an error message or be directed to enter the term/membership but will not be able to proceed any further
- If you sign your child up after clubs have started, they will be able to attend from the following week and not before
- Please take careful note of the times and dates that your child's club is running to avoid any confusion, this information is always available in the Parents section on the school website and on Arbor
- **If your child does not attend a club they are registered for, and you have not informed us they won't be attending, you will be contacted by email to check on their whereabouts**
- If your child no longer wishes to attend a club or your child is unable to attend their club on a particular day you must let us know by calling or emailing the school with as much notice as possible
- If your child does not attend for two weeks in a row and you do not inform us of the reason why then you will subsequently receive an email and your child's name will be taken off the register for that club and the club place reopened
- Please be aware that some clubs may have to be cancelled at short notice due to adverse weather conditions, staff availability, etc. If we have to cancel a club for whatever reason we will endeavour to make contact via email to notify you. Your child will be told to go home their usual way unless we hear from you with alternative arrangements

- All pupils should take their school bag and other belongings with them to the club and must leave the school site as soon as their club has ended
- If you collect your child from the school after a club please wait in the car park. They will exit the school gates at the end of the club. We kindly ask that parents do not wait within the school gates