

St Botolph's Church of England Primary School
Extra-Curricular Clubs Terms and Conditions – Parent Copy

Club Timetables

Each extra-curricular club runs for one term. New clubs are offered in the Autumn, Spring and Summer Terms. Clubs run immediately after school finish time. A copy of the timetable will be available on the website in due course.

Participation

Parents whose children wish to take part in a club that is run directly through an outside provider, you will need to make your choice and payment via the provider's website. Most clubs will have a limited number of spaces available and places will be allocated on a first come, first served basis. Minimum numbers will apply for clubs to continue to operate.

St Botolph's Primary School is committed to ensuring equal opportunities for all children, and no child will be restricted from requesting a club.

Payments and charges

- Payments should be made at time of booking
- Outside providers operate their own charging policies
- External club providers will offer cancellation refunds at their own discretion.
- Children are expected to commit to regular attendance at the club and as such payment will be expected for all sessions
- If a child's place is withdrawn due to inappropriate behaviour, monies will not be refunded
- Any refunds for a club will be made the following term
- Parents entitled to Free School Meals for their children may be entitled to up to 50% off their payments

Responsibilities

It is The School's responsibility to ensure that:

- Clubs operate within the school's risk assessment for extra-curricular activities
- Any external providers have completed any necessary DBS checks
- Public Liability Insurance is in place to cover the approved activities that are organised
- A first aider is on site for the duration of the club
- Inform parents if a club is cancelled, by Bromcom message, or by text message if a club is cancelled on the day due to unforeseen circumstances
- All providers are made aware of the arrangements for fire evacuation and the school's risk assessment for extra-curricular clubs
- An adult on site to allow access and egress

It is Parent's responsibilities to ensure that:

- Children are collected promptly at the end of a session (children not collected on time may be taken to Kidz Biz, St Botolph's After School childcare facility, where a session cost will be incurred)
- Children are suitably attired for the activity (e.g. supply correct PE kit for sports clubs)
- The school is notified if their child is unable to attend a club on a particular week
- They provide the club Provider with up to date contact details and end of club arrangements
- Inform the club leader if their child no longer wishes to attend in writing – penalties might apply, and payment for the club made in full
- They provide club providers with accurate medical and/or allergy conditions and ensure any medication is in school

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- Children in Years 5 and 6 will no longer be permitted to walk home independently at the end of a club and, therefore, children must be collected from the school. Consent to walk home on their own only applies to the end of the school day.

It is Children's responsibilities to ensure that:

- They behave in the same way that would be expected of them during normal school hours
- They commit to regular attendance at the club
- Arrive punctually for each session and wait sensibly if necessary

Children attending Kidz Biz

- Children who attend Kidz Biz After School club should first register with them before attending their after-school activity
- Kidz Biz staff will collect their KS1 children from classrooms and escort them to their club. KS2 children should sign in at Kidz Biz before going to their club
- Kidz Biz staff will collect KS1 children at the end of club. KS2 children will make their own way, travelling as a group. Kidz Biz to ensure that collection details are up to date
- Children registered with Kidz Biz must return to Kidz Biz for collection by a parent and cannot go directly from the providers' club.

It is The Club Provider's responsibility to ensure that:

- Public Liability Insurance is in place to cover the approved activities that are organised and a copy supplied to the school
- All safeguarding checks, including a DBS check for Child Workforce, has been carried out in accordance with the Keeping Children Safe in Education document Part 3, Safer Recruitment.
- An appropriate risk assessment is in place for the activity and a copy supplied to the school
- Children are suitably attired for the activity
- Ensure fire evacuation procedures are known and understood appropriate to location of club
- Full responsibility is taken for the pupils for the duration of the club, ensuring that all children are appropriately supervised throughout the period of their attendance, including before and after the club
- A first aider will be on site for the duration of the club. Club leaders can request assistance via walkie talkie or telephone.
- They must arrive at school in good time prior to the start of the club, ready to take the attendance register at 3.20pm prompt. **If a child is missing/absent when they take the register they must inform the office staff as a matter of urgency.** Children who have been absent from school that day will have been marked on the register by office staff.
- Contact information for each child is sought which must state whether parents will collect their child from the school site at the end of the session, whether their child will leave the school site unaccompanied or whether their child should return to Kidz Biz.
- Children are dismissed in accordance with parent's instructions. A child's word is not adequate