



Out Of Hours Policy

At Hallsville Primary School all children are invited to attend available clubs, both before and after school.

A variety of clubs (sports, music, cooking, craft and curriculum) are available across the year. A regularly up-dated register is always available on the school website and on the parent notice board outside the school office. These clubs are free to parents and carers while funding permits it.

School Clubs Procedures

Club leaders (teachers and teaching assistants) are responsible for arranging the club through discussions with the Co-ordinator, Madeleine Lee, and sending permission letters home to parents. Letters that are sent home must be seen by an S.M.T. member.

All of the returned permission slips must be kept centrally and all staff concerned with the clubs need to be aware of where this is.

Always make sure the register is completed and sent over to the office. A child must deliver the register to the office.

Keep a record of the number of pupils you have in the club on a class board, or on a hand held white board if outside. **This is your attendance figure if there is a fire - it must be adjusted if a child leaves your club before the end time.**

Please be aware of the fire procedures/fire exits and do not hesitate to ask if you are unsure.

Make sure the pupils in your club follow the Hallsville Behaviour Policy.

Pupils must be escorted over to Key Stage 1 at the end of the session so they can be released in an orderly fashion to an appropriate adult depending on age.

If a child is not collected please hand the child over to either Madeleine Lee or Ann Jordan.

Children are not allowed to be excluded from clubs without notifying the Co-ordinator who will then seek advice from the deputy head teacher.

We do not cancel school clubs. If for whatever reason an adult cannot take their club they must seek advice from the Co-ordinator before a decision is made.

September 2017