



## After School Club / Lunchtime Activity Form Spring 2019

<u>Activity:</u>	<u>Day:</u>	<u>Time:</u>
<u>Teacher:</u>		

Before any child will be allowed to partake the form below must be completed.

*(The top half of this form is for your information. Please cut off the permission slip below and return it to the teacher in charge of the activity.)*

Mrs J Douglass  
Head Teacher

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Name of Child \_\_\_\_\_ Class: \_\_\_\_\_

<u>Activity:</u>	<u>Day:</u>	<u>Time:</u>
<u>Teacher:</u>		

I agree to my child taking part in the above activity. I have read the School's policy on out of school activities.

### Below applies only to after school clubs.

- He /she may make his/her way home at the end of the activity
- My child will be collected at the stated time

Emergency contact: Name \_\_\_\_\_ Number: \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_



## **School policy on after school activities 2018 - 9**

### **Information for parents**

1. No child may attend an after school club or activity without written consent from the parent.
2. Once consent has been received children are expected to attend the club or activity each week.
3. If for any reason a child cannot attend, a verbal or written message to the teacher is required. This is extremely important as we have had occasions when children have not turned up to a club when expected. Teachers do not have time during a club to make a phone call home to check. If a child repeatedly fails to turn up for a club, they may be asked to leave the club.
4. If we have to cancel a club or activity in advance, the teacher will be responsible for ensuring that every parent is contacted by phone, parent mail or e mail, whichever is the most appropriate. If a club has to be cancelled on the day, parents will be contacted by the school office. If any parent cannot be contacted, the child will remain on the school premises under the supervision of the member of staff responsible for the activity and will not be dismissed until the published finishing time of the activity.
5. External club providers are responsible for contacting parents if a club needs to be cancelled.
6. We do not expect children to remain on the school premises for an unreasonable amount of time after the club or activity has finished. Should this happen more than twice the parents will be informed that their child can no longer take part in the activity. Staff will be responsible for children until they are collected.
7. Parents who do not wish their child to continue a club should inform the teacher in writing.