



**SCOTT WILKIE
PRIMARY SCHOOL**

Out Of Hours Policy

At Scott Wilkie Primary School all children are invited to attend available clubs, both before and after school. Pupils in receipt of Free School Meals do not pay for Breakfast Club, while other pupils attending pay a contribution of £1.00 per day. All parents are asked to contribute 50p per session for after school clubs.

A variety of clubs (sports, music, cooking, craft and curriculum) are available across the year.

School Clubs Procedures

Club leaders (teachers and teaching assistants) are responsible for arranging the club through discussions with the Extended Services Co-ordinator, Sarah Stuart, and sending permission letters home to parents. Letters that are sent home must be seen by the School Business Manager.

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

Always make sure the register is completed and kept by a responsible adult.

Keep a record of the number of pupils you have in the club on the classroom board, a flipchart 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. In the event of the fire alarm sounding, children and adults should assemble in the Key Stage 2 playground.

Make sure the pupils in your club follow the Scott Wilkie Behaviour Policy.

Pupils must be escorted to the car park exit in 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.

Uncollected children should remain with Sarah Stuart who will contact home.

Children are not allowed to be excluded from clubs without notifying the Co-ordinator who will then seek advice from the senior management team.

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. The usual practice is for another member of school staff to take the club for that particular session.

Year 6 After School Provision

We offer Year 6 after school clubs which combine maths, English, sport and music across the week until 5pm from Monday to Thursday and until 4.30pm on Fridays. The children are provided with light refreshments during their after school clubs and this provision is free of charge and will run throughout the academic year (if funding permits).

September 2017