



**SCOTT WILKIE  
PRIMARY SCHOOL**

**Out Of Hours Policy**

<i>Date of Review</i>	<i>September 2023</i>
<i>Date reviewed by Governors /trustees</i>	<i>2023</i>
<i>Cycle of review</i>	<i>Annual</i>

At Scott Wilkie Primary School a variety of clubs (sports, music, craft and curriculum) are available across the year and all children in years 1-6 are invited to attend 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 £1.00 per session for after school clubs.

### **School Clubs Procedures**

Club leaders (teachers, teaching assistant and coach run sessions) are responsible for arranging the club through discussions with the Headteacher. The School Business Manager co-ordinates the clubs timetable and organises the sending of information via 'School Ping', the physical collection of letters confirming permission to attend and the collection of payments. All of the returned permission slips are kept centrally and all staff concerned with the clubs need to be aware of where they are kept.

Club leaders are responsible for ensuring that the register is completed and kept by a responsible adult.

Club leaders are responsible for keeping a record of the number of pupils attending each club session on the classroom board, a flipchart or on a handheld white board if outside. **This is the attendance figure if there is a fire - it must be adjusted if a child leaves the club before the end time.**

Adults leading clubs are responsible for ensuring that they are familiar with the school's fire procedures. When a fire alarm sounds children and adults must leave the building through the nearest exit to line up in the KS2 playground (via the reception playground if appropriate).

Club leaders are responsible for ensuring that they are familiar with the school's behaviour policy and maintain consistency in relation to the school's behaviour expectations.

Parents are to be made aware of where to collect children at the end of the clubs and must be collected by an appropriate adult.

Where Club leaders have a conflict of schedules and know that they will not be able to take their club they must ensure that they arrange for cover and inform the School Business Manager and Headteacher. Any children who have not been collected at the end of a club session must remain with the School Business Manager who will contact home.

**We do not cancel school clubs.** If for whatever reason an adult cannot take their club they must seek advice from the Headteacher before a decision is made. The usual practice is for another member of school staff to take the club for that particular session.

Children are not allowed to be excluded from clubs without notifying the School Business Manager who will then seek advice from the senior management team.

Year 5 and Year 6 children are offered clubs on the days that they do not have booster lessons after school. This varies term to term.