

AFTER SCHOOL/LUNCH TIME PERMISSION SLIP

After-School Clubs Contract

The school will:

- keep a register of all children attending each club.
- investigate where children are if they are not at a club they have joined.
- follow health and safety guidelines.
- inform parents if a club is cancelled, giving as much notice as possible.

The parents will:

- encourage their children to attend clubs regularly.
- **inform the office by letter/email or in person if their child is to miss a session for any reason. A register is taken at the beginning of each club. For any absent child the school office is required to call to check the whereabouts of their child; this is imperative otherwise it can take a huge amount of time to look for 'missing children'.**
- collect their child from the club on time or ensure their child knows the routine for going home with another adult. Please advise the office if your child is able to walk home alone (this is only allowed if we have received the information in writing from the parent/carer and as long as the child is in Year 4 and above). Or if they are being collected by another adult.
- at the end of the club, the children will need to stay with the club organiser just outside the hall until their parents come to pick them up.

The child will:

- attend the club regularly. If they join a club, they are committed to attend for a half a term
- behave appropriately
- wait in or just outside the hall to be collected at the end of a club. Make their own way home if this is the arrangement they have made with their parents, they are in Year 4 or above and have previously notified the school office.
- have the correct clothing for the club they are going to.
- Inform their teacher.

If you are happy for your child to attend an after-school club please complete the reply slip below and return to the school office. *Please return ONE form for EACH activity your child is attending after school. The form should be returned to the school office as they will issue places for each club.*

Name of Child _____

Class _____ Year Group _____

I would like my child to stay to _____ (name of activity)

I will be meeting my child from school/my child has permission to walk home on his/her own (please delete appropriately)

My child is attending a lunchtime club

Signed _____ Parent/carer's signature

Date _____

Please confirm if you have paid:

Cash Free Cheque Bank transfer to Kick off Stroud /Martial Arts

Medical information/Dietary needs

Parent/Carers Emergency contact number:

Name _____ Number _____

Please note; the completed data will be copied and given to the person running the after school club. This information will be stored in the school for the Spring Term.

(Office use: Clubs Spring Term 2019/2020)