

**St Botolph's Church of England Primary School**  
**Extra-Curricular Clubs Terms and Conditions – Parents Copy**

**Club Timetables**

Each extra-curricular club runs for one term. New clubs are offered in the Autumn, Spring and Summer Terms. Clubs run at both lunchtimes (where applicable) and after school. A copy of the timetable is also available on the school website

**Participation**

Parents whose children wish to participate in a club, are asked to make their choice via the Club Provider website or pay via Parent Pay as applicable. Most clubs will have a limited number of spaces available. When interest exceeds the number of places available, members will be selected at random by pulling names from a hat. Minimum numbers will apply for clubs to continue to operate.

St Botolph's Primary School is committed to ensuring equal opportunities for all children, and no child will be restricted from requesting a club.

**Payments and charges – All payments should be made prior to the club starting each term**

- Outside providers operate their own charging policies
- Outside providers should be paid directly, unless otherwise instructed.
- Cheques should be made payable to St Botolph's Primary School. We cannot accept post-dated cheques.
- Only cancellations made by St Botolph's will be refunded – refunds cannot be given if a child chooses not to complete all the advertised sessions
- If a child's place is withdrawn due to inappropriate behaviour, monies will not be refunded
- Any refunds for a club will be made the following term
- Parents entitled to Free School Meals for their children may be entitled to up to 50% off one club per child.

**Responsibilities**

It is The School's responsibility to ensure that:

- Clubs operate within the school's risk assessment for extra-curricular activities
- Any external providers have completed any necessary DBS checks
- Inform parents if a club is cancelled, by ParentMailX message, or by text message if a club is cancelled on the day due to unforeseen circumstances
- All providers are made aware of the arrangements for fire evacuation and the school's risk assessment for extra-curricular clubs
- An adult on site to allow access and egress
- Report any children absent from school on the club providers in advance of the session starting

It is Parent's responsibilities to ensure that:

- Club providers are notified of medical information, emergency contact information and collection arrangements (parent/carer collect, Kidz Biz or walk home independently for Yrs 5 and 6 only)
- Children are collected promptly at the end of the club, 4pm unless otherwise stated. (children not collected on time may be taken to Kidz Biz, St Botolph's After School childcare facility, where a session cost will be incurred)
- Children are suitably attired for the activity (e.g. supply correct kit for sports clubs)

- The school is notified if their child is unable to attend a club on a particular week
- They provide the club Provider with up to date contact details and end of club arrangements
- Inform the club leader if their child no longer wishes to attend in writing – penalties might apply.

**It is Children’s responsibilities are to ensure that:**

- They behave in the same way that would be expected of them during normal school hours
- They commit to full and regular attendance at the club
- Arrive punctually for each session and wait sensibly if necessary

**Children attending Kidz Biz**

- Children who attend Kidz Biz After School club should first register with them before attending their after-school activity
- Kidz Biz staff will collect their KS1 children from classrooms and escort them to their club. KS2 children should sign in at Kidz Biz before going to their club
- Kidz Biz staff will collect KS1 children at the end of club. KS2 children will make their own way, travelling as a group. Kidz Biz to ensure that collection details are up to date
- Children registered with Kidz Biz must return to Kidz Biz for collection by a parent and cannot go directly from the providers’ club.

**Inclusion**

Our clubs are fully inclusive and all children are encouraged to participate in a club activity. However, if a child has special or medical needs, arrangements may need to be made for the Parent/Carer to remain with the child throughout the duration of the club.

**It is The Club Provider’s responsibility to ensure that:**

- They have a portable DBS covering Child Workforce and this has been provided to school for validation.
- Public Liability Insurance is in place to cover the approved activities that are organised and a copy supplied to the school
- An appropriate risk assessment is in place for the activity and a copy supplied to the school
- Children are suitably attired for the activity
- Ensure fire evacuation procedures are known and understood, appropriate to the location of the club.
- Full responsibility is taken for the pupils for the duration of the club, ensuring that all children are appropriately supervised throughout the period of their attendance, including before and after the club, including dismissing children to their known adult.
- Have a first aider at the club.
- They have contact information for each child which must state whether parents will collect their child from the school site at the end of the session, whether their child will leave the school site unaccompanied (Years 5 or 6 only) or whether their child should return to Kidz Biz.
- Children are dismissed in accordance with parent’s instructions.