

# Barnes Farm Junior School

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11 January 2017

Dear Parents and Carers,

## Club Provision Arrangements Spring Term 2017

We are writing to you to share the arrangements for our club provision for the Spring Term. Many of you will have returned preferences for continuing club spaces from the Autumn term. There are still some spaces at some of our clubs. If you are interested then please contact the office for more details.

In the light of our updated safeguarding arrangements at the end of the day, we would like to inform you of how these will work alongside our many clubs that we offer.

If your child attends an after-school club, then the following arrangements will apply:

### After-School Club Arrangements - Keeping children safe

The sheet attached to this shows the meeting and collection venues for all of our clubs. It is a busy time and we have considered at length the implementation of these arrangements so that we can encourage both a growing independence in the children as well as ensure a good level of safeguarding. All teachers will have this information and it will be on display in classrooms for pupils to access too. Children are expected to get changed if needed in their own classroom before 3:15pm and then to walk to their club registration point. They will be reminded by teachers if needed about where they need to go. If, for any reason, your child gets confused or lost on the way, they have been guided to walk directly to the main office. Please reinforce this message at home. The playground is a busy place at the end of the day. If, as a parent, you meet a child looking lost, please help us by escorting the child to the main office so that we can deal with the issue directly. Although well-meaning, please do not ring the parent directly (if you have their contact details) as this can cause unnecessary worry and confusion. Your co-operation in this will be greatly appreciated.

Please note that pupils are expected to attend their club unless a reason has been communicated to the office **directly by a parent or carer**. We will not accept verbal messages from the pupils. The office staff will follow up all unexpected absences by phone from 3:30pm onwards. Please refrain from spectating at a club and try to be prompt when collecting your child.

**3:15pm** Class teachers direct pupils to afterschool clubs once pupils have got changed (if needed).

**3:15-3:25pm** Transition time from classroom to club venue.

**3:25pm** Registers taken at clubs

**3:30pm** All registers sent back to office and any unexpected absences chased

**4:15pm** Clubs finish - children picked up from collection points

**4:20pm** Any children not collected will be brought round to the main office

Yours sincerely,

The Senior Leadership Team at Barnes Farm Junior School.