

# HOLLAND HOUSE SCHOOL

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## Before and After-School Clubs Policy

Applicable to all years including the EYFS foundation stage

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### Review Arrangements:

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|-------------|-----------|
| Date        | Sept 2022 |
| Review Date | Sept 2023 |

## **Club provision**

Holland House is delighted to offer a variety of afterschool clubs. These include Activity Clubs which can be physical, academic or creative pursuits and which may vary from term to term. Some may only be open to certain year groups. However, all children are eligible for:

- Breakfast club (07.30 -08.15)
- Prep Club (homework under the supervision of a form teacher from 15.45- 16.30)
- Wrap Around Care (child minding with a member of staff 16.30-17.15)

These 3 clubs can be booked termly in advance but are also open to drop-in attendance on an ad hoc basis.

## **Club sessions**

The club timetable is divided into two separate sessions:

- 15.45 – 16.30 (Early session)
- 16.30 -17.15 (Second session)

Please note the following important points:

- 1) *If your child wishes to attend a second session club, they must be signed up for a first session one (eg Prep Club) or be collected at home-time and dropped back at 16.30.*
- 2) There is no provision to look after children beyond 17.15 – please refer to our Uncollected Child Policy for further information should a child be left at school beyond this point.

Activity clubs do not run on the first and last week of term.

Breakfast, Prep and Wrap Around care do run during the first and last weeks of term, but may not be available on special event days and when the school gathers/ dismisses from another premises. Prep Club and Wrap Around care are not available on half days, for example on the very last day of each term.

## **Club Registration**

Parents register their children for clubs through the Parent Portal, the term before the club starts. For example, at the end of the Summer Term, bookings will open for Autumn Term Clubs. There is a closing date for registering your child due to billing reasons.

All clubs, with the exception of Prep Club, Wrap Around Care and Breakfast club require minimum numbers to be met in order to make them viable. The school withholds the right to cancel a club, during the first week of term, if this threshold is not met.

## **Ad hoc attendance**

Providing that spaces remain, Breakfast club, Prep Club and Wrap around care are open to ad hoc attendance. Requests must be made and approved by 4pm the previous school day.

Activity Clubs are not open to ad hoc /drop in attendance.

Ad hoc sessions attended will be added to the next term's fees.

### **Billing and refunds**

From September 2022, clubs will be billed via a separate invoice by the third week of term. Payment will be expected within a week.

Please note, there is **a strict no-refund policy in place**, which covers, but is not limited to, the following reasons:

- parents/pupils changing their mind for any reason about the club
- parent/pupils being unable to make clubs once the term has started
- if poor pupil behaviour leads them to being excluded from the club on a temporary or permanent basis.
- if the club falls on a day of school closure, including bank holidays, trip days, show days, event days.
- If the child is ill on a club day
- If the club teacher is not able to take the club

A refund on sessions remaining will only be offered should the School decide to withdraw the club provision for the rest of the term.

If the member of staff organising the club is unable to make the session, another staff member will be found or, exceptionally, the children will join a different club running at the same time that week.

### **Linked policies**

- Supervision of pupils policy & Uncollected child policy