

HOLLAND HOUSE SCHOOL



Before and After-School Clubs Policy for Parents

Applicable to all years including the EYFS foundation stage

Review Arrangements:

Date	Sept 2023
Review Date	July 2024

Club provision

Clubs are run for the benefit of HHS pupils. They offer opportunities for pupil enrichment with the extended hours helping families by providing a choice of pick-up times.

We believe there are many benefits to club attendance:

- It enables children to sample and enjoy a range of activities and pursuits that will help them choose leisure activities for adult life.
- It enables children to experience activities that they may not otherwise encounter, and acquire and develop new and existing skills.
- It helps build confidence, well-being and creativity.
- It encourages children to develop friendships between age groups and work together co-operatively
- Only HHS pupils may attend HHS clubs

Club types

Holland House is delighted to offer a variety of clubs. These include:

- **Breakfast Club**
Open to all pupils from 07.30 – 8.15 (arrival before 07.50 for food)
Ad hoc attendance possible (see below)
Runs every week of the school year
- **Prep Club**
Homework under the supervision of a form teacher and open to all pupils.
Ad hoc attendance possible (see below)
Runs every week of the school year
- **Activity Clubs**
These can be physical, academic or creative pursuits and may vary from term to term.
Some may only be open to certain year groups.
No Ad hoc attendance
Do not run in the first and last weeks of term
- **Wrap Around Care**
Childminding under the supervision of a member of HHS Welfare team and open to all pupils.
Ad hoc attendance possible (see below)
Runs every week of the school year.

All clubs take place on the school premises, unless specifically stated otherwise.

After School Club timings

- Session 1 15.45 - 16.30
- Session 2 16.30 - 17.15

A snack is served to all pupils attending any Session 1 club. Snacks vary but fresh fruit is always on offer.

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 15.30 and dropped back at 16.30.
- 2) Activity clubs do not run on the first and last week of term.
- 3) 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 and allocation of places

Club places are booked by parents via the Parent Portal. They are allocated on a First Come, First Served basis. Places cannot be reserved.

Booking need to be made 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 by email and approved by 4pm the previous school day. Please contact the school office on schooloffice@hollandhouse.org.uk to book a slot.

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

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

Club Management

The day-to-day club management is the responsibility of the School Office. Please email us on schooloffice@hollandhouse.org.uk for queries, trouble with booking clubs on the parent portal and any requests for ad hoc club attendance. If you're not sure who to contact with your query, the school office will forward on to the right person!

The Bursar manages all financial aspects linked to club management such as billing. Please contact him on bursar@hollandhouse.org.uk for any queries in this regard.

The club schedule is run by the Headmistress who will approve clubs. Please contact her on head@hollandhouse.org.uk for club feedback, suggestions etc

Individual members of staff are responsible for the running of their own clubs after receiving approval from the Head.

Billing and refunds

Parents are billed for clubs via a separate invoice by the third week of term. Payment will be expected within a week. Clubs are charged at the same flat-rate per term, regardless of term length.

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.

Pupil collection

Parents are expected to be ready and waiting at the school gates from prompt collection of their children at 16.30 and 17.15.

Children not collected at 16.30 will automatically be looked after in Wrap Around Care and parents charged accordingly.

There is no provision to look after children beyond 17.15. A late fee will be charged to parents arriving beyond this point. Please refer to our Uncollected Child Policy for further information should a child be left at school beyond this point.

Linked policies

- Supervision of pupils policy & Uncollected child policy
- Safeguarding policy
- Health and Safety Policy