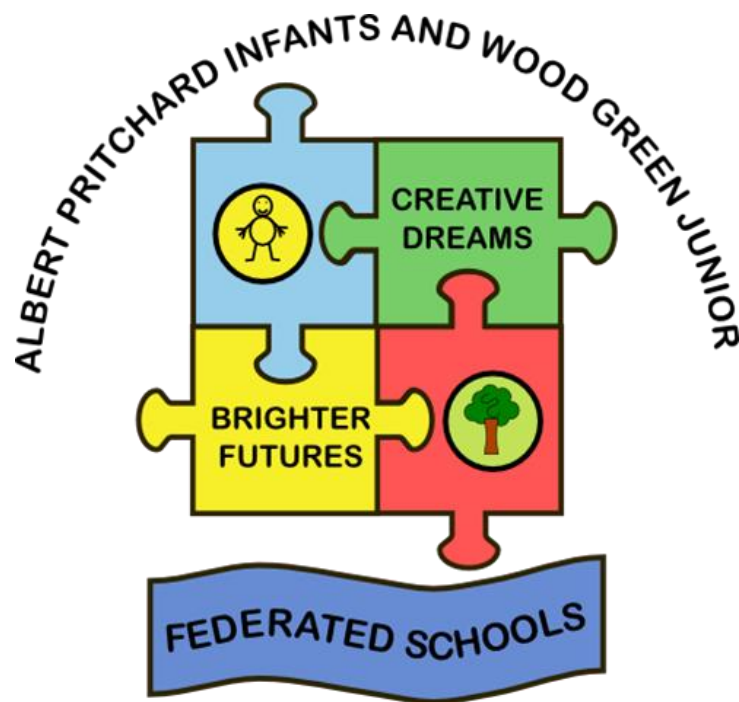


# Albert Pritchard Infant and Wood Green Junior Federated Schools



## Clubs Policy

July 2025  
To be reviewed: July 2026

## **General Information**

Only children attending Albert Pritchard Infant School in Reception, Year 1 and Year 2 can attend the clubs hosted at Albert Pritchard Infant School.

Only children attending Wood Green Junior School in Year 3, 4, 5 or 6 can attend the clubs hosted at Wood Green Junior School.

## **Aims of Before and After School Clubs**

At Albert Pritchard Infants and Wood Green Junior School we aim to provide extra high-quality teaching/coaching opportunities for children, during before and after school hours. This allows the children to further develop their social, emotional and educational skills.

## **Children will:**

- Have a greater understanding of health and fitness.
- Be encouraged to opt for physical activities thus leading to a healthier lifestyle.
- Learn and develop new interests, skills and talents
- Show a desire to improve and achieve through their abilities and aspirations.
- Develop the appreciation of the concept of fair play, team play, honest competition and good sportsmanship.
- Understand safe practice and develop a sense of responsibility.
- Promote self-esteem through, physical competence and learning new skills.

## **Activities that are available:**

The school provides extra-curricular activities such as: breakfast club, computing club, sports clubs and creative club, are delivered by staff and on occasions by outside specialists who comply with safeguarding regulations.

The range of clubs aim to offer the children the opportunity to perform in both competitive and non-competitive games and learn new skills.

Breakfast club activities will include: learning about a healthy lifestyle; understanding how to stay healthy; speaking and listening activities; board games; team games and arts and craft activities.

## **The selection process**

Places will be offered on a first come, first served basis, with priority going to working parents. Proof of working status may be requested by the school.

Places need to be booked for their chosen club via an online link that will be emailed to parents (dates where this will go live will be issued through email to parents / carers).

## **Payment**

Breakfast club will incur a charge of £3.00 per session and a minimum payment of half a term is required.

After school clubs will incur a charge of £2.50 per session and a minimum payment of half a term is required.

To secure your child's attendance to this club, you will have to pay via the 'School Comms' system in advance.

Payment will need to be paid in full and upfront by the given dates (usually the final Monday of the previous half term).

If a payment has not been received by the given date, the following procedure will take place:

- A courtesy phone call will be made with a reminder that clubs should have been paid in full by that day and you will be given an additional 24hours to pay
- If by the third day of the final week before half term no payment has been received, a courtesy call will be made to confirm that your child's place will be withdrawn
- If this action takes place, it may influence your child's future places in another club being accepted.

Payment is also expected, even if your child is absent from the club.

## **Collecting children**

Children should be collected from school at the agreed time by a person who is over 16 and on the school contact form. If for any reason, a different person is collecting your child, please contact the school office and a password will be given to allow your child to be released from school to that person.

Clubs end at 4:00pm at Albert Pritchard Infant School and 4:15pm at Wood Green Junior School.

At KS2, children in year 5 or year 6 can walk home on their own with signed permission from a parent/guardian.

### **Late Collection:**

- Children who are collected late on three separate occasions will be issued with a letter outlining the importance of on time collection. If a child is collected late on a third occasion their place in clubs will be withdrawn immediately.
- Late collection from clubs will also incur a charge of £1 up to the first 5 minutes and £1 for every 5 minutes after accumulating until the child is collected.

- Late fees will apply to all occasions and the collection time will be noted and the Executive Headteacher will be informed.
- Third occasion, late fee will apply, loss of club place with immediate effect.

### **Behaviour Expectations**

All children in clubs will be asked to sign a behavior contract, along with a signature from a parent or guardian.

This behavior contract shows a commitment from both parents and their children that they will abide by the rules and regulations for that club.

Behaviours that are not accepted during normal school hours will not be tolerated in any club.

Repeated misbehavior will result in possible removal from the club after a discussion between a senior leader and a parent/guardian.

Children are expected to listen to the club leaders and follow instructions. If a child is unable to stay on task, then they may have to be removed for health and safety reasons. Children will be given an opportunity to improve their behaviour before this action would be taken.

### **Attendance**

As some clubs have a waiting list, it is vital that we monitor attendance rates in all of the clubs provided.

It is important that children attend regularly and that if two successive sessions are missed a courtesy call will be made before the next possible club attendance.

If a third consecutive session is missed, a call will be made to inform of the child's place being withdrawn. This may influence your child's future places in clubs being accepted.

In the unlikely circumstance that a club has to be cancelled, we will advise the parents of the child as soon as possible.

If a club is cancelled on the day, we will telephone or text the parents immediately.