



## Bernards Heath Junior School

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Head Teacher: Mrs Sian Kilpatrick BEd NPQH

Deputy Head: Mr John Reynolds BSc QTS

5<sup>th</sup> February 2014

### **Leaving school at 3.20 and after school club supervision**

Dear Parents

This letter confirms to you the arrangements of the school for children participating in after school clubs. The school provides numerous and varied after school activities appropriate to the children's ages. Please note the points below, particularly that children must report to the activity leader before the activity if they are not going to attend that day. This can either be earlier in the day or at 3.20. Increasingly children are not turning up for clubs at which they are registered. Leaders can waste precious time accounting for all of the children registered which is not fair on the children who have arrived and registered. It is your child's responsibility to attend clubs they are registered with. If they start to miss a club or activity, without having given notice to the leader, they may lose their place.

- Registers are kept for all children attending activities
- Children to be marked present or absent
- **Children told to report to leader of activity earlier in the day if not attending for any reason**
- **If a payment is required (many extracurricular activities are provided by teachers on a voluntary basis, and there is no cost to parents) this must be made in advance, usually directly to the outside provider.**
- Children without correct kit to be told to wear PE kit
- Children not able to wear PE kit, reasonable steps to be taken by leader to allow them to participate if suitable and safe
- If they cannot participate, **they must stay with the leader** for the duration of the activity and watch (not told to wait in library)
- If the child is ill during the session they may be sent back into school for a member of staff to phone parents
- Leader to dismiss children at end of activity from agreed place, usually the playground
- Any child not collected, Leader to bring child to office to phone parents
- **Outside providers have their own parental details forms**
- Child to wait in the library for collection, either with leader or formally handed over to a member of school staff
- Children are regularly reminded in assembly, in class and by activity leaders, never to leave school alone to look for parent, if parent is not on the playground or at agreed meeting point. Many of our older children are allowed to walk home alone; this arrangement often varies on a day to day basis and for some children they may have a different arrangement each day, agreed with their parents that morning.

- Parents are regularly reminded in newsletters to reinforce the message to their children that if the child cannot see them in the expected place to come back into school and tell a member of staff. Parents are also reminded not to take another parent's child but to bring them back into us so that we can contact the parent.
- **Head teacher (or senior member of staff)** stands on playground at 3.20 and stays until she is satisfied that all children have been collected. Any child whose parent is late stands by the Head teacher (or senior member of staff) until the parent arrives. If there is a significant delay, Head teacher or member of staff phones parent to say their child has not been collected. Child is then allowed to wait in library for their parent.
- Parents are responsible for talking to their child about the potential danger of waiting alone at the gate, reinforcing instructions regularly given at school.
- Parents to be responsible for ensuring their own child is sent to school with the correct kit for activities, specifically Karate and football, or activity requiring kit of any kind
- **Children who come to activity unable to participate, to stay with Leader and watch.**
- Children reminded that they are not allowed to leave the building through the front door. Member of staff to be positioned on front door at 3.20. (parents are allowed to use this door if they are dropping messages into the office.
- Parents to take responsibility for delivering their child to after school clubs if they think that their child is unable to take that responsibility themselves. **The school believes it is reasonable to expect children of Junior age (7+ to 11) to walk from their classroom, following dismissal from class teachers, to the meeting point within school to register for the activity.** The school believes it is reasonable to expect a junior age child to do as they are told and report to the school office. The school makes every effort to remind children to come to the office if they are not sure about collection and are reminded specifically that they are not to leave the school site unless that is the agreed arrangement with their parent, which for many of our children it is.
- Outside providers to include a space on their registration forms for parents to declare any learning difficulties or special circumstances which may impact on their child's ability to manage the activity. It is already established practice to request any medical information on outside providers booking forms.

**The school believes that all reasonable care is taken to ensure that children are collected or leave the premises safely at the end of the day. The safety net for all children is to stand by the Head teacher, or return to school, if the agreed arrangement breaks down for any reason. Bernards Heath Junior School is a junior school with children from age 7 -11 and we consider that these arrangements are appropriate to the age and maturity of the children. Many of our children walk to school alone and walk home independently. Of course, it is for parents to decide when this is appropriate for their child. This level of independence is encouraged by Bernards Heath Junior School for children in Yrs 5 and 6. Special arrangements may need to be considered on an individual basis for children where these arrangements may not be appropriate.**

**Sian Kilpatrick  
Headteacher**

**February 2014**