

## Ambleside Primary School Clubs

### Home/School Contract

To the Parent/Carer

In order for your child(ren) to attend school clubs you must agree to the rules outlined in this contract.

#### Behaviour

Whilst children are in the care of Ambleside Primary School staff they are expected to follow the school's behaviour policy **at all times**. The school reserves the right to refuse a child participation in school clubs, if it is felt that they are not complying with the school's behaviour policy. Unacceptable behaviour will not be tolerated.

#### Absence from the Club

It is **vital** that **you** let the school know **in advance** if your child(ren) will be absent from an after school club. We will not accept apologies for absence from the club unless we have been informed by the parent/carer. Please phone **0115 9003610** and leave a message with a member of the office staff. You will be able to leave messages 24 hours a day, the staff will pick up any messages when they come into school.

If your child(ren) are expected to attend a before or after school club and there has been no notification of absence, you or the emergency contact registered with the school will be contacted. Failing that the Police will be informed that your child(ren) are missing.

If your child fails to attend a club on more than two occasions and no valid reasons have been provided then your child may forfeit their place in that club as places are often limited and there may be a waiting list.

#### Cancellation

In the event of a club being cancelled, the school will inform the parent/carer by phone or via text message so that alternative arrangements can be made.

#### Collection

It is **vital** that children are collected as soon as an after school club finishes. Unless specified otherwise, all children will remain at school until collected by the person named on the consent slip. Children who have been given permission to walk home without adult supervision will be dismissed from the school premises at the end of the club. It is **vital** that you inform the school if somebody other than the person named on the consent slip is collecting your child. We will not release children to people who are not named on the slip unless otherwise informed by the parent/carer.

It is not acceptable for children to be collected late unless school has been notified of a valid reason. If your child is collected late on more than **two** occasions from an after school club they will no longer be allowed to attend after school clubs for the school term.

If due to unforeseen circumstances the named person is going to be late collecting your child please phone the school so that suitable arrangements can be made.

The school building is closed and locked at **5:00pm**. If after this time there are still children who haven't been collected **and** for whom we haven't received contact from the parent/carer, we are sorry but we will have no option other than to contact children's social services and the police.

I agree to abide by the above

Name of Child: \_\_\_\_\_ Class Number: \_\_\_\_\_

Parent/Carer name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_