

Bosmere Junior School
South Street
Havant



Policy for Cancellation of Clubs

Date:	January 2019
Review Date:	January 2022
Responsibility:	Headteacher
STATUTORY	No
Checked against Single Equality Policy	✓

School Support Chair:	Date:
Headteacher:	Date:

Governor Monitoring:		
Activity:	Carried out by:	Date:

BOSMERE JUNIOR SCHOOL

POLICY ON CANCELLATION OF CLUBS

24 Hours+ in advance

If a club has to be cancelled 24 hours or more before it takes place, the member of staff who is responsible for the club must inform the children and ask the office to send a text message to parents so they can make alternative arrangements.

Any children who aren't collected on time can wait in the conservatory.

On the day

If a club is cancelled on the day it takes place due to inclement weather or illness, do the following by lunchtime:

- Ask the office to send a text message to parents – if parents are happy for their child to walk home independently or with another adult, they must inform the office
- Inform the children and ensure that they know they can only go home at 3.30pm if their parent has contacted the office
- Ensure that there is a supervised classroom available for the children to do an alternative activity in until they can be collected by an adult at the normal time
- If there are 3 or less children waiting to be collected, they can wait in the conservatory for their parents

** If there are any clubs that involve an off-site event or usually end later than 4.30, then parents will be asked to collect their children by 4.30 from the school office. The Senior Management Team will contact the parent of any child not collected by this time.*