



Claremont Fan Court Prep School Clubs

Responsibilities of club organiser:

Sign -In

1. All club leaders must sign in at reception at the front of Stable Court upon arrival
2. Registers should be collected from reception

Registration

1. All club leaders/teachers in charge of clubs **must** complete a register each session.
2. All participants should be present on the register. Send any that aren't into the reception for clarification

Attendance

3. If children have signed up for a club paid or unpaid they **must** show commitment and attend each week. **Please note if pupils are persistently absent from your club.**

Collection

4. Club leaders **must, without fail**, make sure children are collected from the Prep School playground at the collection point near Prep School entrance by the appropriate parent/guardian at the designated time.
5. If parents are 10-15 minutes late after the specified time then the children can be taken to the **After School Club** which runs until 5:45pm. This is located at PPN Year 1 building.

After collection/ASC drop off

1. Return the registers and visitors pass to the Prep School reception area, or use the external post box if late, once all pupils are accounted for.

Discipline and Concerns

6. Discipline - **Any problems must to be recorded** or emailed to htullett@claremont.surrey.sch.uk
7. Any safeguarding returns should be noted and sent to hvincent@claremont.surrey.sch.uk