



Claremont Fan Court Junior School Clubs

Responsibilities of club organiser:

Sign -In

- All club leaders must sign in at reception at the front of Stable Court or Fan Court upon arrival
- Registers should be collected from reception
- Collect and wear your green (Stable Court) lanyard at all times.
- Fan Court providers please bring your lanyard with you.
- It is mandatory that all lanyards with ID cards must be with you and visible at all times

Registration

- All club leaders/teachers in charge of clubs **must** complete a register each session.
- All participants should be present on the register. Notify reception of any children that aren't present.

Attendance

- 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

- (Y3 - 6 clubs) Club leaders **must, without fail,** make sure children are collected from the Stable Court playground at the collection point near Stable Court entrance by the appropriate parent/guardian at the designated time.
- Fan Court (Nursery – Y2) - parents will collect from your club venue. Your register will contain a permission to collect list.
- 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 Fan Court Year 1 building.

After collection/ASC drop off

- Return the registers and visitors pass to the reception area of Fan or Stable Court, or use the external post box if late, once all pupils are accounted for.

Discipline / Concerns / Procedure

- Discipline - **Any problems must to be recorded** or emailed to htullett@claremont.surrey.sch.uk
- Any safeguarding concerns should be noted and sent to hvincent@claremont.surrey.sch.uk
In both cases, there is likely to be a wider context, please inform with the relevant member of staff before conversing with parents, as discussed in the presentation.
- Extreme weather -
- Thunder / lightening – first sign of this, children need to be brought inside. If any cloud remains, wait 30 minutes from the last thunder before returning outside.
- Heavy rain /ice and cold / high winds – club provider needs to dynamically assess the risk and use common sense and come inside if necessary.
- Club providers are expected to have a plan if they need to be inside due to weather.

- If you need to cancel your club, due to illness or an emergency, please contact the school office before 10.30am.