



Headteacher: Sharon Hunt  
Milborne St Andrew First School  
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Milborne St Andrew  
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DT11 0JE

7<sup>th</sup> September 2017

Dear Parent

## **AFTER SCHOOL CLUBS**

We are delighted with how popular the after school clubs have become and the range of activities we are able to offer. The children obviously love attending and we are grateful for the work of Mrs Dutton and Miss Wittman who organise the activities.

We have recently reviewed the provision and have decided to make the following changes to further improve the safety and wellbeing of all children. They will begin from Monday, 11<sup>th</sup> September.

If your child is not collected by 3.10pm they will be taken to the after school club where they will be added to the register and can be safely supervised until someone is able to collect them. If this occurs more than twice in a half term there will be a charge for using the club on the third and subsequent occasions.

Please ring the office if you know you will be unavoidably late as we appreciate that sometimes it is out of your control and therefore there will be no charge.

On the rare occasions when a child's behaviour falls below that which is expected, they will be given a behaviour slip which will have brief details of the incident. If a child receives three slips then they will be unable to attend the after school club. Outside providers also expect good behaviour and will make decisions on whether a child may continue to attend their club. The number of sessions missed will be dependent on the incident. There are details of expectations in the policy on the website which will be updated shortly to include the above changes. Unacceptable behaviour includes hurting, damaging property, being rude to staff or children and refusing to follow instructions.

There will be no refunds given if your child is asked to leave a club or not allowed to attend due to behaviour.

These changes will further help keep your children happy and safe in school and assist staff in the smooth running of the clubs.

Thank you.

Regards

Mrs A Andrews