



# **Springhill Academy**



SPRINGHILL  
ACADEMY

## **After School Club Policy**

Date Completed: September 2018

Review Date: September 2021

**The following steps should be followed by any person leading an after school club at Springhill Academy:**

Letter sent out to parents which states the start and end dates of the club.



Parents return signed permission slip.



Confirmation text or letter sent to parents of children who are offered a place at the club.



Office staff to call children who **do not** receive an offer of a place.



Register typed up of club attendees and shared in office **and** on electronic server.



Club leader to complete weekly register.



Any absentees reported to school office for investigation or explanation.



When club is due to finish, a reminder is sent to parents via text or letter.