

**Introduction:** Alma Primary aims to provide optional activities for children either during or at the end of the school day. These include lunch clubs, after school clubs and music lessons.

These activities are self-funding and are subject to change from term to term. All extra-curricular activities are dependent upon uptake of places and are subject to maximum numbers. Clubs with insufficient uptake will be withdrawn.

Sign up usually takes place during the second half of each term. In all cases the dates of all extra-curricular activities will be posted on the school website and parents/carers are expected to take note of these dates to ensure that children are collected from school on time when their club is not taking place. Once published you will be informed of any changes to the club dates.

**Allocation of places:** In the event of over subscription some clubs will give existing attendees priority to renew their places. Places for all other clubs will be allocated randomly however we endeavour to allocate children to their first choice club where possible. After school clubs are separate to after school care and priority for places will not be given due to childcare requirements.

**Length of session:** Lunch clubs run for 30 minutes during the break half of the children's lunch hour. After school clubs run from the end of the school day until 4:30pm.

**Payment:** We expect children to attend the full term for a club to which they have been allocated and payment for the full term is due by the beginning of term to secure your child's place. Places may not be held beyond the first week of term if payment has not been received. Once term has started, there is an obligation to pay for the club you're your child has been assigned. Refunds will not be made if your child no longer wishes to attend the club that they were allocated to. Payment for extra-curricular activities can be made in the Arbor School Shop and for before and/or after school activities payment can also be made using tax free childcare and childcare vouchers.

**Cancellations & missed sessions:** If a provider is unable to attend an after school activity we will do our best to organise alternative provision however in the event that we are unable to do this we will let parents know as soon as possible and you will be expected to make alternative arrangements to collect your child at the end of the normal school day. In the event of a cancelled session for any extra-curricular activity, the missed session will either be re-scheduled for another day during the same term or else a credit will be made towards an activity in the following term. Missed sessions for other reasons such as sickness, appointments, school trips or unexpected school closures will not be rescheduled or subject to refund or credit.

**Behaviour:** All extra-curricular activities operate under the same policies and procedures of Alma Primary, including medication, sickness and behaviour. Reports of disruptive behaviour will be investigated and we reserve the right to withdraw your child from their activity if the investigation warrants it.

**Snacks:** Children will not be provided with an after school snack and should therefore bring their own fresh or naturally dried fruit or vegetable snack or plain rice cakes to have at the end of the school day. In accordance with school policy, and for the safety of children with allergies, no other foods must be brought into school.

**Concerns:** If you have any concerns please speak initially to the club provider. In the event you are unsatisfied or these concerns are not appropriate to be discussed with them, please address concerns to the Senior Administrator.

**On signing up for extra-curricular activities you agree to all of the above terms and conditions**