



PROSPECT HOUSE
SCHOOL

BEFORE AND AFTER SCHOOL CLUBS
AND WEEKEND EVENTS POLICY

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Each teacher is required to offer a minimum of one club per term. Teachers may offer a club more often than this if they wish. The school tries to vary the type of activities that are offered each term, but much depends on the interests of individual teachers and the demand from children throughout the year.

It may not always be possible for teachers to run the specific club they wish, nor on the day they wish, although all requests will be considered.

Teachers responsible for both before- and after-school clubs must take an online register to record if all the children registered for the club are present. The register must be kept accurately each week. Children must be dismissed according to school policy into the care of an adult at the end of the club.

Before School Clubs

The children arrive at specified starting time at PHS or other club locations, e.g., Putney Heath for Running Club and are registered and supervised by staff.

Early Club

Children who have siblings taking part in a before school club may attend Early Club, which is available at both buildings for Reception, KS1 and KS2 children siblings. This takes place from 7:45am to 8:10am. Other children should not use this facility without prior notification and agreement.

Upper School

The children line up and are registered for their club in the playground or hall.

Upper School clubs take place from 4:00 pm to 5:00pm

Lower School

Children should be escorted to their clubs by the classroom assistant.

Lower School clubs usually take place from 3:30 pm to 4:30pm

In the event of staff absence, teachers may be required to cover a club for an absent colleague. If the absence is a planned absence, e.g., a school trip or a course the member of staff concerned must liaise with the Deputy Head or Head of Lower School to arrange cover for his/her club prior to the absence. If a member of staff is sick on the day of his/her club, this should be highlighted when reporting the absence that day.

There is a late class available for Reception and KS1 siblings of children in KS2. This takes place in the Lower School from 3:30 through to 3:45pm. Other children should not use this facility without prior notification and agreement, which will only be given in exceptional circumstances.

Little Tigers is also held free of charge for Nursery children from 3:30–4:30, should parents choose to book their child in for this.



Weekends & Evenings

Some school events, such as plays, concerts and open evenings will take place after school or occasionally at the weekend. Staff are expected to be available to assist at such events and support their fellow colleagues. Staff are given as much advance notice of these dates as possible.

It is compulsory for all staff to attend open events for prospective parents. It is also compulsory for all staff to attend parents' evenings held in the autumn and spring terms. Staff may also be required to attend residential visits with the children, and these may include a departure or return at the weekend.

