Clubs at Bernards Heath Infant and Nursery School

We offer an extremely wide range of clubs at school and as such need to ensure that we organise the management and allocation of clubs effectively. The aim of this document is to ensure that all staff and parents are aware of our school policy for allocation of after school club places.

Action
At school we talk to the staff and children about clubs. What have they enjoyed? What didn't work so well? What other clubs would they like to run? How could we make clubs even better?
As a school we make **all** decisions about which clubs will run each term.
We send club letters home to all families for them to discuss with their children.
Clubs **are not** allocated on a first come first served basis. There will be a deadline for handing in responses and all those received in the given time frame will be considered as outlined below. As a school we are committed to ensuring all children have equal opportunity to attend after school clubs and as such we may discuss attendance at clubs with families on a one-to-one basis where appropriate.
1 – children who have selected only one club choice* 2 – all children will first be allocated one club place, filling up clubs and allocating children to ensure that everybody is getting one of their preferences – we **do not** consider the choices you made in the previous term and only look at the forms you are completing for the upcoming term; we do not promise that anyone will get their first choice of club 3 – Additional spaces can be filled by those who have chosen to attend 2 or more clubs during the week
Late responses will be considered as forms are received and we will do our best to offer any remaining places.

We do ask that wherever possible you select up to **three possible club choices as this ensures that we will be able to allocate your child at least one after school club and would avoid missing out on a space entirely.*

**Where this leads to an over-subscribed club e.g. 15 children select Young Film Makers as their <u>one and only</u> choice and there are only 12 places, names will be pulled out of a hat (selected randomly), leaving 3 children without a club.*

We don't foresee many instances where a waiting list will be put in place, this will be in exceptional circumstances only and will be at the discretion of the school.

We are very fortunate to be able to run so many after school clubs; giving children the opportunity to learn and practise a wide variety of skills alongside their friends. We encourage parents to think carefully before considering an after school club as some children may not yet be ready for an extra hour at the end of the school day.

If you have any questions, thoughts or ideas please come and talk to us.

Best wishes,

Mrs Rimmer