

# **AYCLIFFE DRIVE PRIMARY SCHOOL**



## **Holiday Club Policy**

**Created April 2024  
To be reviewed June 2026**

### **Staff Responsible**

Mrs K Atkinson Head Teacher  
Ms H Rumph  
Strategy Governors

## **RATIONALE**

At the heart of our ambition for Aycliffe Drive Primary School is our commitment to providing the very best for all children to enjoy and achieve. This includes having the opportunity to access provision across the Easter and Summer holidays. Activities throughout are designed to be fun and cater for a wide variety of interests.

We want to offer the scope for each and every child to find pleasure in doing an activity with others.

## **AIMS AND OBJECTIVES**

Participation in holiday clubs:

- Enables children to sample and enjoy a range of activities.
- Enables children to experience activities that they may not otherwise encounter, and acquire and develop new and existing skills.
- Helps build confidence, well-being and creativity.
- Encourages children to develop friendships between age groups and work together co-operatively.

## **WHO DELIVERS OUR CLUB?**

Holiday club is delivered by members of staff who have a passion for supporting children to develop social skills and build self-esteem. Staff have also received paediatric first aid and safeguarding training.

### **Organisation of Club**

- Holiday Club runs from 8:30 to 4.00pm
- Holiday clubs are run for a week at Easter and 3 or 4 weeks during summer holidays, dependant on uptake.
- A packed lunch, snacks and drink will need to be sent in with your child/children.
- Alternative pick up or drop off times need to be arranged in advance as the office is closed in the holidays.
- Please use [holidayclub@aycliffedrive.herts.co.uk](mailto:holidayclub@aycliffedrive.herts.co.uk) to contact us via email.
- Please use 01442 973177 to contact us via telephone.
- Holiday club are unable to accept children from pre-school or any child still in nappies due to staffing ratios.

### **Booking and Paying for Club Places**

We will advertise when the holiday clubs are taking place through the Aycliffe Drive Primary School Newsletter and a form/letter for Holiday Club will be sent out to parents with at least a half terms notice.

Forms will need to be returned by the cut-off date given to allow the school to assess numbers. Payment will be requested once all forms have been collected after the cut off date. Payment should be made through the school office.

### **Registration**

A register is taken by the staff member in charge of the club at the start of each session.

## **Absences**

Parents are requested to inform the club leader in advance if their child is unable to attend one of the sessions. This can be done either by email or telephone.

For holiday club please email [holidayclub@aycliffedrive.herts.sch.uk](mailto:holidayclub@aycliffedrive.herts.sch.uk) or telephone 01442 973177

## **Cancellation**

A club should only be cancelled after discussion with the Head teacher. Clubs will only be cancelled as a last resort if no staff member is able to cover the absence of a club leader. On very rare occasions where it is necessary to cancel a club:

- Parents will be notified, in advance, of any session that needs to be cancelled.
- If a session needs to be cancelled on the day itself for example due to the unexpected illness of the club leader, the school will notify parents and the children will follow the arrangements agreed with parents on their permission slips. Parents must ensure the school is provided with an up-to-date telephone number.
- Should a session be cancelled at the last-minute, for example due to adverse weather conditions, the club organiser will supervise the children until all children have been collected, or follow the arrangements agreed with parents if different.

## **Supervision and Safety**

- The club leader will ensure that all children leave the building safely as per the arrangements agreed with parents.
- A First-Aider will always be on school premises for the duration of club sessions.
- In case of fire, the children will be led on to the school field where the Club Leader will check the club register.

## **Collection of Children from Clubs**

- Parents should ensure they collect their children promptly at the end of holiday club from the assigned entrance.
- Please advise staff members in advance if you wish to make alternative arrangements for collection.

## **Behaviour**

We expect all children to behave in an appropriate manner and any unacceptable behaviour will not be tolerated. All children are made aware of our behaviour expectations, if staff deem any behaviour to be unacceptable this will be reported to the Head teacher and parents may be contacted.

## **Complaints**

If parents are concerned about any aspect of an after-school club, they should talk to the Head teacher in the first instance.