

ST. STEPHEN'S JUNIOR SCHOOL - EXTENDED SCHOOL CLUBS

ATTENDANCE POLICY

Attendance

A register will be taken at the start of each session to account for all children with a place booked in the Breakfast Club and After School Club.

Breakfast Club serves Breakfast from 8am until 8:30, Children should arrive by this time, if they wish to have breakfast.

Infant children will be escorted to the Infant's School and the Juniors at 8:45am will go straight to class.

Parents are encouraged to telephone the Extended Schools Club Manager if the child will not be attending.

If a child should attend either Club with no previous notification, every effort will be made to accommodate the child providing there is space available. If there is no space available and to accept the child would create a Health and Safety issue, parents will be contacted to request that they collect their child.

All parents will be expected to collect their child from the After-School Club and sign them out every day. Parents unable to collect their child will need to nominate a responsible person to collect on their behalf and the agreed password will need to be given.

If your child is unable to attend a session, you must notify the Extended School Manager, Mrs Gough. Please note, specific days / dates are booked in advance and your child does not attend, a refund will not be given unless your child is absent from school through sickness.

It is the responsibility of the governing body to agree, review and monitor the payment policy as and when necessary.

May 2018