



St Mary Magdalene C of E Primary School

Stanway Road, West Bromwich, West Midlands B71 1RP

Tel: 0121 588 2371

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Extra-Curricular Club Guidelines for Parents and Children

These guidelines are designed to help the smooth running of extra-curricular clubs and the safety and well-being of your children.

- Written permission must be given for children to participate in extra-curricular clubs.
- You will be notified whether your child has been successful or unsuccessful in gaining a place in the club.
- Children participating in extra-curricular clubs will be the responsibility of the school and organiser and will be expected to conform to the schools expectations of behaviour.
- We will not cancel clubs wherever possible. If however the school has to cancel a club, you will be informed via text message so please keep your contact numbers up to date.
- Please ensure siblings are collected as usual as there are no facilities for siblings to wait at school until clubs are finished.
- Please collect your child promptly at the end of a club from the school main office.
- If a club is before the start of school, children must access the school via the main office no earlier than 7.55am.
- Children in Reception to Year 5 must be collected by an adult from extra-curricular clubs.
- Children in year 6 must be collected by an adult from extra-curricular clubs during the months from October half term-February half term because of the dark nights. From September-October half term and from February half term until Summer, Year 6 only are permitted to walk home from clubs providing parents give written permission.
- If you are delayed in collecting your child please let staff know where possible. If you are consistently late you may lose your place in the extra-curricular club.
- Attendance is key when signing up for a club. Please let staff know if you are unable to attend. Three consecutively missed sessions will result in the place being offered to a child on the reserve list.



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