**Heathrow Primary School**

After School Clubs

Monday – Archery – KS1 Main Hall

Friday – Dance and cheer – KS2 Main Hall

3.15 – 4.15

Half term 21st -25th October. Inset day 28th October.

10 week clubs – Archery to finish Monday 2nd December, dance and cheer to finish Friday 29th November.

KS1 will be dropped off by the class teacher, KS2 to arrive alone. If a child does not turn up, two sensible children are to be sent to reception to inform them.

Collect registers at reception. Dismiss children from reception, leave registers at reception after dismissal.

In the case of an uncollected child, there will be some at reception and will aid in what to do next.

Children can use the KS2 toilets next to the main hall.

In the event of a fire, children are to assemble on the playground, by the fence away from the school.

Staff will be on site until after the club has finished. Can send two children to get staff if needed.

First aid – coaches to administer minor first aid, and fill out an accident form. If serious, send two children to get a member of staff.

Behaviour management – coach to discipline as sees fit. School have 6 behaviour steps. Any children we need to know about will be highlighted before start of session.

Lunch time

Start 16th September. Construction. KS1 30- minutes daffodil class. KS2 45- minutes royal class.

All school equipment can be used. Take care of it and return after use.

Nursery Sessions

Start 16th September. Not all children will be in at the beginning.

Sessions will have 12 children in the morning and 26 in the afternoon.

David is okay to stay on site.