

## **Bourne Primary School Procedure**

All Clubs to start 16<sup>th</sup> September – to run for 12 weeks until week of 9<sup>th</sup> December – 3.15 – 4.15.

Parents evening week beginning 14<sup>th</sup> October. **Clubs may be rescheduled this week, KS2 Gymnastics will need to be rearranged. Construction can go ahead.**

Monday – Netball – Playground or Hall – Years 4, 5, 6.

Tuesday – Construction – End classroom – same as last time – Years 1 – 6

Wednesday – Gymnastics – Hall – KS1

Thursday – Gymnastics – Hall – KS2

Friday – Football – Two clubs – Outside or in the hall – R1234 – KS2 – 5 and 6.

Registers to be collected from the office on arrival and returned at the end. Coaches to check if anyone on the register is absent with office.

KS1 to be dropped off by teachers, KS2 to make their own way. If a child does not turn up, coach to send two children to the office to make them aware.

Children to be dismissed from the main entrance. In the case of an uncollected child, to be taken to the school run after school club who will call parents.

Toilet procedure - children to use KS2 toilets. Standing with back to the stage, out the doors far right.

Fire procedure – assembly point is at the back of the school field next to Forest School.

Staff will be onsite and can be contacted in the case of an emergency.

Coaches to administer first aid and fill in a first aid form which will be sent to the school.

Main contact in school – Hayley

Main contact for Super Star Sport – Chaz – [chaz@superstarsportwl.co.uk](mailto:chaz@superstarsportwl.co.uk) 07949261124.