



**PROCEDURES FOR ATTENDING AND MANAGING “AFTER SCHOOL CLUBS”**  
**(ASC)**

- An individual permission slip is required for each ASC activity. You may apply for more than two clubs, but we need a **separate slip** for each club. We can accept handwritten permission slips. We do not need slips for external provider clubs, as you would have already applied to them and sent in the appropriate fees (please keep the information sent to you for future reference). Slips are also not required for lunchtime clubs as these are held in school time.
- Parents will be notified if their child does/does not have a place, where clubs are limited to numbers.
- A register will be taken at the start of each session. Activity leaders will notify the school office if a child is not present at the club/activity. The school will liaise with parent/carer as and when necessary and appropriate actions will be taken to ensure the child’s safety.
- A note is required for any child missing a session or a phone call to the office (unless absent on school attendance register). We cannot accept the word of a pupil that they are not attending the club for obvious reasons.
- After the club, children will be taken by the teacher to the main door, where parents can collect them from the front of the school.
- At least 24 hours notice (cancellation slip and/or parentmail) will be given if and when activities need to be cancelled by the school

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**SCHOOL CLUBS**

I give permission for ..... in class ..... to attend.....club  
after school every .....(day) unless notification is given.

**I WILL LET THE SCHOOL KNOW IF MY CHILD CANNOT ATTEND A SESSION**

Signed ..... Date .....  
Parent/Guardian

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