

## Club Rules – Parent and Pupil Commitments

To ensure that clubs are an enjoyable and enriching experience for all, by giving permission to an activity you and your child are agreeing to adhere to the following commitments:

1. The ParentPay deadline mentioned on the Clubs page of the website. For the outside providers, your email address and contact number will be passed to the provider once ParentPay has closed. If full payment has not been made by the deadline, your child will lose their place on that club and be reallocated to going home at the end of the school day.
2. There will be a 'One Warning' system in place for any poor behaviour. If a warning is issued you will be contacted, and you will be informed that your child's place in the activity is at risk. On the second occasion of poor behaviour your child will be removed from the club and will be expected to go home at 1520 (Primary) or 1530 (Secondary) on this day for the rest of the term. There will be no refund for any monies already paid for that club.

Examples of poor behaviour are given below, but this list is not exhaustive:

- a. Rudeness during club time or to the club provider or other club participants
  - b. Refusal to join in
  - c. Inadequate/wrong clothing
  - d. Not following instructions/causing disruption
  - e. Intentionally causing risk of harm/injury to self or another participant
  - f. Any form of damage to school property/property of the providers/property of other participants
3. Once you have booked your place and/or paid for your club in full, club choices will be timetabled and, for Secondary pupils, will appear on Show My Homework. Once timetabled, attendance is compulsory, unless cancelled by the school. If your child is unable to attend a club for any reason, this must be reported to the school in the normal way through [absence@chichesterfreeschool.org.uk](mailto:absence@chichesterfreeschool.org.uk) so that the register can be coded correctly to avoid parents receiving a non-attendance warning email. A record will be kept for un-notified non-attendance and on the second occurrence of this your child will be removed from the register for the rest of the term and expected to leave site at the end of the school day.
  4. **Late Pick Up Charges.** All clubs finish as 1630 unless indicated on the club choice form. If your Primary child has not been collected by 1640 they will remain on site and you will receive a school invoice through ParentPay of £5 per every 10 minutes after 1640 that your child remains on the school site. Please be aware that there are no paid working staff after 1700 to supervise your child. How your child gets home after school is your responsibility, the school accepts no responsibility if your car share does not communicate with you that they are not collecting on a particular day.
  5. **Primary Appointments.** If your child is leaving school early for an appointment, the latest time for collection for Primary pupils from the main office is 1445. This must be arranged through the [absence@chichesterfreeschool.org.uk](mailto:absence@chichesterfreeschool.org.uk) email ONLY.

We hope you understand the need for these commitments from both parents and pupils, to ensure that clubs are a fully enriching experience for all involved.