



# ST MEWAN C P SCHOOL

***Policy Co-ordinator – Anna Willcock***

## **Clubs Policy**

***Date: January 2020***

***Review Date: January 2022***

- Cancellation of clubs due to bad weather or match cancellation must be passed to the office by 12.45
- The office will email out the cancellations to parents by 1 o'clock and will post club cancellations to the website (via twitter)
- Class teachers/pupils will be informed about the cancellation of clubs by the member of staff responsible for cancelling the club or by the office, if they have been asked to do so. This will either be by a letter in the register or by messages given directly to the class or class teacher.
- If a member of staff is sick or absent for any reason, they must notify the school to cancel the club, this can be done up to the lunchtime of the day concerned, but ideally would be done before the day itself.
- In the unlikely event of an unforeseen cancellation/miscommunication about cancellation (where the staff/school are at fault), pupils will be offered Afterschool club at no charge until 4.20.