



ORCHARD HOUSE SCHOOL

AFTER SCHOOL CLUBS

Each teacher is required to offer a minimum of **one club** for one term during the academic year. Teachers may offer a club more often than this if they wish to. Teachers are usually paid additionally for running more than one club although staff should refer to their contract. The school tries to vary the type of activities that are offered each term, but much depends on the interests of individual teachers.

Staff may count the production club run to rehearse for the class production as the club they offer as long as it runs for enough sessions either before or after school.

The children are supervised before the club from 3.45 – 4.00pm, when they are given a drink and biscuit. Teachers and students should check the duties rota each term. This gives the teacher in charge of each club the opportunity to set up. Teachers responsible for clubs must organise their own resources and hand the children in their care over to the adult collecting them at 5.00pm. The teachers may also have to be responsible for securing the school and setting the alarm when they leave.

Holiday clubs are occasionally offered. Staff must sign up for these when first alerted in a staff meeting, or by coming to the office for further information.

Staff should speak to the co-curricular co-ordinator or the school secretaries if they would like to offer a club.

Some special school events, such as plays, concerts and open evenings will take place after school or at weekends. Staff are generally expected to be available to assist at such events.