



## Cowley Hill After School Club Code of Conduct

1. Children can only attend After School Club if a place has been allocated and paid for in advance.
2. Sessions must be booked and paid for the week before the sessions take place. The deadline for booking and payment for sessions is Thursday at 4pm.
3. Completed bookings must include a Booking Form, a Registration Form, a signed Code of Conduct and full payment by either cash or cheque.
4. A snack will be served until 3.30pm for children who attend from 3pm and until 4.30pm for children who have taken part in a Cowley Hill Club. The children will take part in structured activities, including homework support and reading. There will also be sessions in the school hall and on the playground.
5. Children should be collected and signed out of After School Club by a responsible adult.
6. Children must be collected from the dining room door by 5.30pm.
7. If children are collected late on more than three occasions then the child will be withdrawn from the After School Club.
8. Children are expected to respond to the requests of staff, to behave responsibly and to respect both staff and each other.

Failure to adhere to this Code of Conduct could result in your child being excluded from The Cowley Hill After School Club.

I agree to this Code of Conduct:

Child's Name..... Class.....

Signed..... Date.....