



| <b>Document Control</b> |                |
|-------------------------|----------------|
| Document Title:         | Clubs Policy   |
| Date of Last Review:    | September 2025 |
| Next Review Due:        | September 2026 |
| Person Responsible:     | Headmistress   |

## **Breakfast and Prep & Activity After-school Club and Extra-Curricular Provision**

At Rowan, we provide enriched learning opportunities and extra-curricular opportunities to all girls attending the school. There are several facets to the provision which are detailed below. All of our clubs and extra-curricular provision strive to bring out the very best in all; girls are expected to try their best at all times, and to support everyone to achieve their personal goals in line with the aims and ethos of the school:

### **Rowan Preparatory School**

- Creates a happy, friendly and purposeful environment.
- Encourages all pupils to develop their full potential.
- Strives for excellence and celebrates achievement.
- Help pupils to gain an appreciation of their own and other cultures and become responsible citizens in the wider world.

During the breakfast and afterschool clubs, the girls will have the chance to build relationships with each other and the staff leading the club. It is important for the girls to know that they will be coming to a safe, stimulating environment where mutual respect is expected.

There is always a member of staff who is First Aid trained on site during the hours that clubs operate. If a child is unwell, the school will contact you in line with the school's medical policy.

### **Breakfast Club**

***Operating at both Rowan Brae and Rowan Hill Monday to Friday.***

Children may be left at the Breakfast Club at any time from 7.45am. After a healthy breakfast they can enjoy quiet activities until it is time for them to be released for registration in plenty of time for the start of their school day.

Girls arriving to school before 8.20am will be taken to the Breakfast Club and charged the full amount.

### **After School Club**

***Open to girls from Pre-School to Year 6, held on site at both The Brae and The Hill Monday to Thursday, and at the Brae on Friday.***

This is a flexible offering from 3.15pm – 6pm for Pre-School, 3.30 pm – 6pm for Reception and 4pm - 6pm for the rest of the school. The sessions times are as follows: Pre-School & Reception only 3.15/3.30pm – 4pm, rest of the school 4pm – 5pm and 5pm - 6pm. Please note on a Friday the After School Club is held for all pupils at the Brae, and is until 5pm.

A healthy snack of sandwiches, fruit and biscuits will be provided during the club.

The club is led by well qualified and caring staff. Girls may be collected at any time between 4pm and 6pm; parents must sign their daughter out upon collection. Partial attendance during a session will be charged as a full session.

## **Booking and registration**

Bookings can be made via our portal or by contacting the main school office via telephone 01372 462 627, or email: [afterschoolclub@rowanprepschool.co.uk](mailto:afterschoolclub@rowanprepschool.co.uk) or via the parent portal. Flexible/ad hoc session booking require at least 48 hours . **Twenty-four hours' notice is required for cancellations and non-attendance will be charged at the full hourly rate.**

- If your child is attending other school based activities school staff will return them to the afterschool club.
- We are able to accept childcare vouchers towards payment.
- Staff will work closely with parents and carers to provide for the girl's individual needs and ensure continuity of care.
- **Girls collected late from the afterschool club will be charged a penalty fee of £10.**
- The staff/child ratio is as follows, although they will be an element of flexibility based on what is deemed to be appropriate;
- 1:5 for 2+ year olds
- 1:8 for 3/4+ year olds
- 1:13 for Reception girls and older

## **Extra-Curricular Clubs Provision**

The school offers an extensive extra-curricular provision at both the Brae and Hill. Clubs are run both by regular school staff and also external providers to extend the range on offer.

Parents are able to sign their daughters up to extra-curricular clubs on a termly basis using the Parent Portal. Clubs are run before and after school with some also held at lunchtimes, a full programme together with the costs for each club is published ahead of each term. Billing for clubs signed up for is included on the following term's school invoice where provided by Rowan staff or invoiced directly by the provider.

Some clubs have capped numbers which will be communicated at the time of booking. Please see further guidance of the booking process below:

- **Pre-booked Session Clubs** (whole term in advance) are the only way to book clubs. Bookings are made at the end of each term for the next.

- If your daughter is attending an after school club and then going onto the afterschool club, staff will drop them off.
- We are able to accept childcare vouchers towards payment for clubs that are provided by Rowan staff.
- Staff will work closely with parents and carers to provide for the girl's individual needs and ensure continuity of care.

Charges for clubs billed by Rowan Preparatory School and added to school fees invoices:

- Charges for clubs are calculated based on the number of sessions that will run, taking into account bank holidays and residential trips.
- When a club doesn't take place because a whole year group is out on a school trip or residential, there will be no charge for that session and the charge for the club calculated accordingly.
- When the club is for mixed year-groups and still goes ahead, girls who can't attend due to school trips and residential will still be charged.
- When a club is cancelled by the school due to staff absence, the charge applied to fee invoices will be adjusted to reflect the cancelled session.
- Cancellations by parents after the clubs have started will incur the full term's charges.

For clubs invoiced directly by the external provider, the same applies, although it is at the discretion of the provider.

## **Appendix 1**

### **Staffing**

#### **Prep & After School Activity Club**

Ms Lisa Pannell, Diploma Level 3 (PFA)

Mrs Aleya Uddin BA (Hons) EY Childhood Studies, FdA in Ed, NVQ Level 3 (PFA)

Miss Elaine Gent BA (Hons) QTS Primary Ed, NPQ EY Leadership (PFA)

Mrs Samantha Daniell, Level 3 EY Practitioner (PFA)

Mrs Shilpa Shah, NVQ Level 3 EY Care & Education

Mrs Karen Hamada (PFA)

Mr Alex Evans

Ms Gabriella Hunter (PFA)

Mr Jeremy Strachan

#### **Breakfast Club**

Brae: 2 Teaching Assistants on rotation

Hill: Lisa Pannell, Diploma Level 3 (PFA)