

Health and Safety Arrangements for

Years 3,4,5 & 6 COMPUTING CLUB

Teachers: Miss Annie Kavanagh and Mrs Burt

Time: WEDNESDAY 3.15pm – 4.15pm

1. All pupils will make their own way to the ICT Suite. Pupils need to take **all** their belongings i.e. their coat, bag, school bag, lunch box etc to the suite.
2. Miss Kavanagh and Mrs Burt will supervise pupils in the suite.
3. The club will take place EVERY Wednesday. If it does have to be cancelled a message will be sent via **text to the primary contact by 2pm**.
4. Pupils may use the year playtime toilets, which are easily accessible.
5. Pupils with specific medical arrangements/allergies must make arrangements directly with Miss Kavanagh or Mrs Burt
6. Miss Kavanagh and Mrs Burt will dismiss pupils to parents/guardians from the suite at 4.15pm.
7. Miss Kavanagh and Mrs Burt will have a register with medical conditions and contact numbers.
8. If you make alternative arrangements for your child to be picked up please inform Miss Kavanagh, Mrs Burt or a member of the office staff.
9. If your child is going to attend Night Owls they will be taken directly to the club to await collection.
10. You must inform the school if your child is unable to attend any sessions.