

## Health and Safety Arrangements for

### Years 3,4,5 and 6 Hama Bead Club

**Teachers: Mrs Speer**

**TIME: TUESDAY 3.15PM – 4.15PM**

1. All pupils will make their way to the school dining room where Mrs Speer will be waiting for them.
2. The club will take place EVERY Tuesday apart from Tuesday 18<sup>th</sup> October 2022.. If it does have to be cancelled a message will be sent via **text to the primary contact by 2pm**
3. Mrs Speer will dismiss pupils to parents/carers from the main school reception door at 4.15 p.m.
4. Mrs Speer will have a register with medical conditions and contact numbers.
5. In the event that you are late, at 4.25pm Mrs Speer will take your child over to the office. They will then be supervised by a member of Gade Valley staff until they are picked up.
6. If your child is going to attend Night Owls they will be taken directly to the club to await collection.
7. If you make alternative arrangements for your child to be picked up please inform Mrs Speer or the school office.
8. You must inform the school if your child is unable to attend any sessions.