

## **Health and Safety Arrangements for**

### **Reception and Year 1 Construction Club**

**Teachers: Mrs Watson and Miss O'Toole**

**TIME: THURSDAY 3.15PM – 4.15PM**

1. All pupils will be remain in the reception classroom.
2. The club will take place EVERY Thursday.If it does have to be cancelled a message will be sent via **text to the primary contact by 2pm.**
3. Mrs Watson and Miss O'Toole will dismiss pupils to parents/carers from the reception class garden at 4.15 p.m.
4. Mrs Watson and Miss O'Toole will have a register with medical conditions and contact numbers.
5. In the event that you are late, at 4.25pm Mrs Watson and Miss O'Toole 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 Watson and Miss O'Toole or the school office.
8. You must inform the school if your child is unable to attend any sessions.