



# EDMUND WALLER ENRICHMENT CLUBS - TERMS & CONDITIONS

- Clubs will usually run for ten weeks.
- Application is via our online form, you can request up to 5 clubs per child in preference order.
- We cannot guarantee places in your requested clubs, but will endeavour to offer all children at least their second choice if we are unable to offer their first choice.
- We will offer children as many clubs as we can but **there is no guarantee that children will be offered more than one club.**
- Places will be confirmed via ParentPay by the dates advised when application opens.
- The commitment is for a term – refunds will not be given once places are confirmed.
- **You MUST re-apply** for enrichment clubs each term. Clubs are not rolled-over from previous terms.
- If circumstances beyond our control (e.g. unplanned staff absence/illness, inclement weather) result in a session being cancelled, we will endeavour to either secure a suitable replacement adult to run the session or reschedule the club at a later date. Where neither are possible, refunds may be offered at the Headteacher's discretion.
- If a club is cancelled at short notice, we will contact you either by phone or text as soon as possible and a free EWrap place will be available for that session until 4:30 if you are unable to collect your child at 3:30.
- Please inform the office if your child is not attending a session for any reason when they are in school.
- Please indicate on the application form if your Y4, 5 or 6 child is permitted to walk home alone after a club. (This requires additional written permission if you haven't provided it already.)
- Children attending enrichment activities are expected to behave appropriately and follow our school rules: Ready, Respectful, Safe.
- If your child attends a dance or sports club appropriate clothing and shoes must be worn. Please check with the club leader if you require further information.
- Edmund Waller is committed to safeguarding and all personnel engaged for the provision of enrichment clubs have undergone an enhanced DBS check and safeguarding training.



## How are clubs allocated at Edmund Waller?

Clubs are allocated by order of preference that you select them in. We endeavour to allocate as many clubs to each child as possible, but **we are only able to guarantee one club per child** - in most cases this will be their first choice. Clubs that aren't filled entirely by first choices will be offered to children who've put them second choice and so on. **Many of our clubs – particularly for the younger children – are very popular and oversubscribed**, and therefore they are completely filled with children who select them as their first choice. Some clubs can take more children or are less popular and therefore we are able to offer them to children who have selected them second, third etc. and this will be why some children may have 2 or 3 clubs. **Children who applied for a club they were not offered are automatically on the waiting list**, but once the places have been paid for it is very unlikely that they will become available. If, after the payment deadline has passed, there are any clubs with spaces, we will advertise these to children on the waiting lists or more widely if no waiting list exists.