

## AFTER SCHOOL ACTIVITIES & SUPERVISION

Dear Parents,

This letter concerns the supervision of children taking part in after-school activities. However, I would be very grateful if **all** parents would read the section towards the end of this letter, which has the heading "**We would also ask all parents**" which is relevant to all children. .

**If the after school activity is organised by Glenealy teaching staff** (Orchestra, Choir, Netball, Football clubs etc) then the children will be supervised by the teaching staff. At the end of the activity parents are asked to make arrangements for their child's safe return home. If the activity takes place at a location away from the school premises, parents are asked to arrange for their children to be collected as soon as the activity ends. Teachers will inform parents of specific arrangements.

**If the activity is organised by an outside agency** (i.e. ESF sporting activities, musical tuition, chess, art classes etc.) we ask parents to help minimise the risk to children by following the guidelines below....

### Years 1, 2 & 3 CHILDREN

When a child is taking part in an activity **immediately after school**, they should be met in the playground by an adult at 3pm and suitably 'prepared' for the activity. The adult should remain in the school until the activity is completed and then supervise the child's safe return home.

When a child is taking part in an activity that **begins later than 3:15pm**, the child should be met at 3pm by an adult who should stay with the child until the activity begins and then ensure the child's safe return home when the activity ends. Parents may prefer for the child to go home and return in time for the activity.

If the activity **begins later than 4pm** please arrange for the child to be taken home at 3pm and return to school in time for the activity.

### Years 4, 5 & 6 CHILDREN

When an after school activity begins **immediately after school**, children need not be supervised by an adult, unless the parent prefers to arrange for supervision. Children should wait in school for the activity to begin.

If the activity begins **later than 3:15pm**, then parents are asked to arrange for an adult to supervise the child until the activity begins and then to ensure their safe return home when the activity ends.

### WE WOULD ALSO ASK ALL PARENTS ....

- a) To reinforce our advice to children that, if they are unsure about what to do at the end of the school day, they should **report to a teacher or to the school office**.
- b) That if your circumstances change and a child will **not** be attending an after school activity, OR not following his/her usual home arrangements, particularly those children using the school bus, then **written information / permission** from you, in advance, is **essential**.
- c) To inform Mrs Stanley or Mrs Shanahan in the school office, of any 'last minute' changes, who will pass a message on to the teacher or bus co-ordinator at the end of school.
- d) We would ask that **all** children, who are **not** attending after-school activities, should **LEAVE SCHOOL AS SOON AS POSSIBLE after 3pm**. This will enable activities to go ahead on time. It will also minimise the risk to those children who tend to 'play' after school instead of going straight home.

Thank you very much for your support.

*Brenda Cook*

Principal  
January 2010

September 2010