



**RICHMOND HILL PRIMARY ACADEMY 2018/2019
AFTER SCHOOL CLUBS
INFORMATION ABOUT HOW TO APPLY/ALLOCATION OF PLACES/PAYMENT**

- Club Leaders will identify the need for a particular club and depending on the activity will determine the maximum number of members and the year group(s) being targeted.
* Club Leaders may be members of school staff or outside providers.
- Details about After School Clubs will be available on a termly basis.
- Parents will be asked to complete an application form and return it to the **Academy Office** on the deadline date stated.
- After the deadline, pupils from Upper Key Stage 2 will be asked to randomly select the maximum number of club members. For example:-

Max. No. of Club Members	Targeted Year Group(s)	No. of pupils randomly selected
20	Reception/Year 1 = 4 classes	5 pupils from each class (5 pupils x 4 classes = 20 club members)

- Following identification of club members, texts to confirm allocated places will be sent to parents.
- Pupils who have not been successful on this occasion will also be informed as above.
- Waiting lists will not apply, however the application forms of pupils unsuccessful at this time will be kept on file. If any spare places then become available before the finish date of that particular club, these pupils will have the opportunity to again be randomly selected (by UKS2 pupils) and allocated a place.
- Once a place has been confirmed payment details will appear on your child's parentpay account. **Non-refundable payment must be made in full by the deadline date stated. If payment is not made before the date specified, the offer of that place will be withdrawn.** Please note:- Sessions may be cancelled/re-arranged if the venue/club leader is unavailable. Only under these circumstances will a refund be offered. Refunds will not be made for any other reason unless under exceptional circumstances at the discretion of the Business Manager.
- Club Leaders are responsible for any 'exemptions' of participants from their club due to behaviour issues or failing to bring the correct equipment (e.g. shin pads for football).
- Unfortunately, it has been necessary to ask for full non-refundable payment so we can continue to retain the services of Club Leaders some of whom are Outside Providers. During the last academic year the number of non-payments for After School Clubs was increasing, as well as the extra time and effort being made to chase non-payments. Thank you for your continued support.