

Running a Club at Dallington School

I would like to run a club at Dallington School.

There are two ways to run a club at our school

A) Running a club at Dallington School administrated by the club holder

Responsibilities for the Club holder

1. Supply Public liability insurance – copy of certificate to be held by the office
2. Take full responsibility of the children whilst in your care, until they are collected
3. Enhanced DBS - copy of certificate to be held by the office
4. Pay Dallington School for room hire on receipt of an invoice
5. Inform school and parents of hours and dates of club sessions each half term and communicate closely with the parents and school especially regarding cancellation of sessions
6. Supply snack for the children or request they bring something
7. Supply school with up-to-date information regarding the club for website (this must be proof read)
8. Compose mail-outs (to be forwarded to the Bursar for distribution) and or supply flyers (both of which must be proof read)
9. Invoice parents directly and collect money
10. Declare earnings to HMRC

Responsibilities for the School

1. Invoice club holder for room hire £26/£15 per hour for school hall or classroom respectively
2. Update website with club information
3. Email parents on request
4. Promote club
5. Declare earnings to HMRC

B) Running a club at Dallington School administrated by the School

Responsibilities for the Club holder

1. Take full responsibility of the children whilst in your care, until they are collected
2. Enhanced DBS - copy of certificate to be held by the office
3. Invoice Dallington for hours worked
4. Inform school and parents of hours and dates of club sessions each half term and communicate closely with the parents and school especially regarding cancellation of sessions
5. Supply snack for the children (with Petty Cash money) or request they bring something
6. Supply school with up-to-date information regarding the club for website (this must be proof read)
7. Compose mail-outs/letters (to be forwarded to the Bursar for distribution)
8. Declare earnings to HMRC

Responsibilities for the School

1. Supply Public liability insurance – copy of certificate is displayed in the office
2. Promote club
3. Update website with club information
4. Email parents with up-to-date club information and club enrolment letter
5. Pay Club holder for their time on receipt of invoice
6. If snack is supplied, reimburse club holder from Petty Cash
7. Invoice parents and collect payment
8. Declare earnings to HMRC

Further Information

- Fees for clubs are added to the termly invoice to parents, in arrears.
- There will not be any afterschool clubs in 1st week of each half term
- Current charges are £5- £15 per session for each child per session, please check recent club letter for pricing.

**If you have any further questions please call the school on 020 7251 2284
or email admin@dallingtonschool.co.uk**

Please retain for your records and return completed form.

Running a Club at Dallington School

I would like to run a club at Dallington School.

Please complete and return this to our office admin@dallingtonschool.co.uk

Our school comprises: Lower Nursery ((3 rising 4), Upper Nursery (4 rising 5), Transition (Years 1 and 2), Middle School (Years 3 to 6)

Name of Club:		
Subject of club, if not obvious by the title:		
Year Groups club offered to		
Duration of club		
Day(s) of club:	MON TUE WED THU FRI <i>(Please circle)</i>	
Time of club:	From: 3.45 pm	To:
Date of first session:		
Running for (number of weeks):		
Dates of club (if holiday club):		
Price per session:		
Siblings discount (if applicable):		
Minimum number of attendees required		
Adult : child ratio		

Please complete and sign overleaf.....

I need a Classroom / School Hall (please delete as appropriate)

I would like to...

A) administrate the club myself

- Invoice Details for Room Hire

Room	SCHOOL HALL	CLASSROOM
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Name

Full Address

Postcode

B) the school to administrate the club

- Invoice us for your time

Rate	
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Post invoice to:

Bursar

Dallington School

8 Dallington Street, London EC1V 0BW

or email invoice to *bursar@dallingtonschool.co.uk*

Your name:	
Signed:	
Date:	