

## Extra-curricular Activities Policy

PE staff will use MILK to send a message to students and parents to notify them of fixtures at least one day prior to the fixture. The department template will be used to list all the relevant information and information about collection of pupils from away games.

For any changes to the team on the day staff must make contact with home and the same message must be sent via MILK prior to involvement.

### The information sent is as follows:

Fixture:

Date:

Venue:

Time/place to meet:

Approx time finishing/return to school:

### Parents should also note the following advice to students:

- It is your responsibility to let your parents/carers know all the details about this fixture.
- It is your responsibility to let your parent/carer know what time we are due back to school on an away fixture OR, bring your parent/carers contact details with you so that the member of staff can get in touch with them OR check @MarchesSport twitter account for the eta to The Marches School.
- A mobile phone is a good idea, but remember to keep it safe.
- If the fixture is away, all students are expected to come back to The Marches School on the School Bus.
- If your parent/carer is collecting you from an away fixture (or you are going home with a friends' parent/carer) this must be done by PRIOR ARRANGEMENT via a note in your planner. The member of staff will need to meet briefly with your parent/carer before you are allowed to leave.
- If you do not have a signed note or if your parent/carer is going to be late to pick you up (after the bus is due to leave to come back to school), then you will have to return to The Marches School on the school bus.

Team sheets will be copied to the attendance officers.

Staff will ensure they have a mobile phone available at away fixtures.

On returning to school members of staff will ensure that all students have made arrangements to get home.

They can use the phone in main reception should the need arise to contact their parents.

Staff will ensure all students have left the site before they leave themselves.