Culloden Primary
A Paradigm Academy

Dear Parents and Carers,

We are delighted by the high level of enthusiasm and participation in our after-school extracurricular clubs. Providing our pupils with opportunities to learn new skills, stay active, and pursue their interests is a vital part of our school community.

To ensure complete clarity and transparency for all families, please review our allocation process, attendance and behaviour guidelines, snack policy, and details regarding our extended childcare services below.

- **Staff-Led Selection:** Club places are managed and allocated directly by the staff members and adults running each activity.
- **Not First-Come, First-Served:** Spaces are **not** awarded based on how quickly application forms are submitted. This ensures equal access for all families, regardless of when they are able to submit their forms.
- **Criteria & Capacity:** Places are allocated based on the designated age/year group and the maximum safe capacity of each activity.
- **Random Selection for Popular Clubs:** For clubs where demand exceeds available places, staff will use a random selection process to ensure every eligible child has an equal and fair opportunity to participate.
- **Consecutive Half-Term Attendance:** In certain cases, you may notice some children attending a club across consecutive half-terms. This occurs only under specific circumstances:
    1. **Sports & Competition Preparation:** Maintaining a consistent squad or team to prepare for upcoming inter-school competitions and tournaments.
    2. **Low Intake Clubs:** Accommodating all interested pupils where overall sign-ups fall below maximum capacity.

- High standards of conduct are expected during all extracurricular activities. Poor behaviour will not be tolerated, and staff reserve the right to withdraw a child's place from the club if necessary to maintain a safe and positive environment.
- Regular attendance is expected for all enrolled pupils. Unexcused non-attendance may result in the withdrawal of your child's place so that it can be offered to another child on the waiting list.

- **Extracurricular Activity Clubs:** Snacks are **not** provided during these sessions. This arrangement ensures pupils maximize their time engaging directly in the activity.

- **Extended After-School Care Facility:** For children attending the extended facility until 5:30 PM, a light snack is provided by the school. Parents are also asked to send their child with an additional snack from home to ensure they remain energized throughout the extended period.

For working parents who require care for their child until 5:30 PM, our dedicated after-school childcare facility is available. Please note that this service operates independently of our extracurricular activity clubs. If you wish to register your child or require further information regarding extended care, please contact the school office.

Our aim is to ensure fair access, safety, and an enjoyable experience for all pupils while continuing to support working families with reliable extended childcare.

Thank you for your ongoing support and cooperation. Please reach out to the school office if you have any questions.

Yours faithfully,



Tahreena Ward
Principal