

ROKEBY SPORTS COMMUNICATION - PARENTS POLICY

Member of Staff Responsible	Director of Sport
Date of Policy	September 2023
Date for review	December 2025
Approved By Governors	N/A
Distribution:	All Staff

The sports/fixtures policies are detailed in this handbook but please read the points outlined below:

1.0 Team sheets

- 1.1 Team sheets will be posted on the SOCS sports website a minimum of 48 hours prior to the fixture. There are exceptions to this where teams have matches within that 48 hour timeframe. If this is the case, the new team sheet will be published as soon as possible before the next match.
- 1.2 If your son is away from school on the day of a fixture, an email must be sent to the member of staff taking the side, or a message sent to them via the school office.
- 1.3 Where boys are recruited into a squad, due to illness or injury, with differing arrangements, parents will be notified by telephone or email, either by the member of staff running the team, or the School Office.

2.0 Collection from Fixtures

- 2.1 If we contact you by School Post to advise that there is a change to published arrangements, please be assured that your son will always be under the supervision of Rokeby Staff. The School Post communication will specify the revised arrangements. Please do not be concerned if you are unable to collect your son until the original time.
- 2.2 Sports staff will remain at RSG until the time designated on the team sheet. At this time, all remaining boys will be transported back to school. Your son will be kept in the school reception for collection.
- 2.3 If you intend to collect your son from RSG after fixtures/games/training, the member of staff concerned must be contacted by **MIDDAY** on that specific day, otherwise they will be returned to school.
- 2.4 If you know that you are going to be late to collect your son, please contact the school office or member of staff concerned.
- 2.5 Please be aware that during the Summer Term, boys must be collected from RSG when playing in **HOME** Cricket fixtures. Fixture timings will be available on SOCS or on the team sheet.

3.0 Communication of changes

- 3.1 If a change is made regarding a fixture/venue/start time/collection time, this will be communicated in the following ways:
- 3.1.1 Sport Website (SOCS) – If more than 24 hours in advance
 - 3.1.2 School Post – if on the day of the fixture
- 3.2 Any changes will be communicated by the above means as soon as the school is aware. Please check the SOCS sport website regularly. If in any doubt, contact the member of staff in charge or call the school office.

Staff Details

- 4.1 The relevant staff for each sport can be found below, however, relevant contact details for the fixture will be on the team sheet.

Director of Sport:	Mr M Schmid	m.schmid@rokeby.org.uk
Football:	Mr H Newton	h.newton@rokeby.org.uk
Rugby:	Mr C Clark	c.clark@rokeby.org.uk
Cricket:	Mr R Williams	r.williams@rokeby.org.uk
PE & Minor Sports:	Mr J Stewart	j.stewart@rokeby.org.uk

If you have any questions about this policy, please contact the Director of Sport or the Marketing and Communications Manager.