

ROKEBY SPORTS COMMUNICATION - PARENTS POLICY

Member of Staff Responsible	Director of Sport
Date of Policy	August 2018
Date for review	August 2020
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 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 the morning after the first match and 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 Clarion call 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 Clarion call 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 (Details will be on the team sheet).
- 2.5 Please be aware that during the Summer Term, boys must be collected from RSG when playing in **HOME** Cricket fixtures.

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 Website, Newsletter, Twitter – If more than 24 hours in advance
 - 3.1.2 Clarion call – 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 school website regularly, specifically the 'Alerts' section of the Parent Zone if in any doubt, rather than calling 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 E Spackman	e.spackman@rokeby.org.uk
Cricket:	Mr R Williams	r.williams@rokeby.org.uk
PE & Minor Sports:	Mr RJ 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.

Mr M Schmid
Director of Sport
August 2018

Author: MS
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