



20<sup>th</sup> October 2017

Dear Parents / Carers,

**SCHOOL FUN CLUBS – AUTUMN TERM – WILL COMMENCE MONDAY 13<sup>th</sup> NOVEMBER**

We write to advise you of the details of our School Fun Clubs that will commence during the Autumn 2 Term, including the dates of when these clubs will and will not run (see bottom of this page).

The table below highlights which clubs will run, on which days and where and who these clubs are designed for (i.e KS1 or KS2). All clubs will cost £2 per session. For a more detailed breakdown of what activities will be undertaken within these clubs please see Appendix 1.

Payment for all clubs needs to be made for the whole of the planned duration - **5 Weeks = £10**, via ParentPay. Each club will have a maximum number of pupils and once this number is reached you will not be able to access this club. The reason for this is due to provision of supervision to ensure your child's safety in undertaking club activities.

**Please note to allow as many children as possible to have access to these clubs we are asking you to choose and pay for ONE club only at this time. If there is availability once Registration closes, we will text you to encourage further sign up where spaces are available.**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b><u>5 WEEKS</u></b>	<b><u>5 WEEKS</u></b>	<b><u>5 WEEKS</u></b>	<b><u>5 WEEKS</u></b>	
<b><u>Design KS2:</u></b> Venue ICT Suit (Max 15 pupils)	<b><u>Cheerleading KS2:</u></b> Venue Upper Hall (Max 15 pupils)	<b><u>Salsa KS2:</u></b> Venue Lower Hall (Max 20 pupils)	<b><u>Cooking KS2:</u></b> Venue Dinning Hall (Max 12 pupils)	
<b><u>Sewing KS2:</u></b> Venue Potter Class (Max 12 pupils)	<b><u>Netball KS2: (Y5 &amp; Y6 only)</u></b> Venue MUGA (Max 15 pupils)	<b><u>Arts &amp; Crafts KS2:</u></b> Venue Gill Class (Max 20 pupils)	<b><u>Football KS2:</u></b> Venue Playing Field or MUGA (Max 20 pupils)	
<b><u>Arts &amp; Crafts KS1:</u></b> Venue Blake Class (Max 20 pupils)	<b><u>Cooking KS1:</u></b> Venue Dinning Hall (Max 12 pupils)	<b><u>Football KS1:</u></b> Venue Playing Field or MUGA (Max 20 pupils)	<b><u>Film Club KS1:</u></b> Venue Hill Class (Max 20)	<b>NO FUN CLUBS WILL RUN ON FRIDAYS</b>

**As the Autumn Term is a settling in period for Reception children, Fun Clubs will not start until the Spring Term**

**PLEASE NOTE: THERE WILL BE NO CLUBS ON THE FOLLOWING DATES:**

<b><u>For the first 2 full weeks after Half Term – 30<sup>th</sup> October &amp; 6th November – Clubs will commence from Monday 13<sup>th</sup> November</u></b>	<b><u>From the 18th December for the whole week as this is the last week of the Autumn Term</u></b>
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**FUN CLUBS WILL FINISH ON THURSDAY 14<sup>TH</sup> DECEMBER**

## **REGISTRATION PROCESS**

We have taken into account suggestions and comments from Parents / Carers over the last year, with regard to the registration of the Fun Clubs and this will now be done **ONLINE through ParentPay only**. Clubs are available on a **first-come, first-served basis ONLINE**. **You will need to access ParentPay as soon as the Registration process becomes available to avoid disappointment.**

You will have been given a letter previously from ParentPay with a login name and password which you were asked to keep safe. You must use this to login on the ParentPay website: [www.parentpay.com](http://www.parentpay.com) in order to register your child for a Fun Club place. Please make sure once you are logged in that you pick the **Fun Clubs** on screen to pay for **and not Dinner money, Breakfast or After School Club**. **If you do not select the correct payment item you could lose your chance to secure a place, so please be careful.**

## **FUN CLUB GUIDELINES**

In order to effectively administer the running of Fun Clubs there are guidelines that must be adhered to:-

1. The Fun Clubs available to your child will be listed on the screen, please choose a **maximum of ONE club per week** for your child. The clubs available to your child's year group only will be listed, for example if your child is in KS1 (Year 1 & Year 2) or if you have a child in KS2 (Year 3 to Year 6) the clubs available to that child's year group only will be listed. There are a limited amount of spaces for each club - once the clubs are full they will no longer show on screen.
2. **COOKING CLUB:** Because this is the most popular club, it has a limited number of spaces. **To give every child an opportunity to do this club, children who have taken part in Cooking club last term will not be able to take part this term – the club will not be available to you on the screen when registering.**
3. **REGISTRATION and PAYMENT** (using your debit/credit card) will take place online from **9.00 am on Saturday 21st October 2017 and WILL CLOSE on Monday 6<sup>th</sup> November 2017 at 4.00 pm** giving all Parents / Carers an opportunity to register and pay for the club of your choice. There will be **no other opportunity for registration unless there are spaces available and will we contact you if this is the case.**
4. **PAYMENT** – must be made **IN FULL** otherwise access to the club will be denied.

***N.B - Each club will cost £2.00 per session per child (£10 for the five weeks duration). Please note that payments will only be accepted on the ParentPay website using your debit/credit card.***

- Once you have selected your child's club and have made payment on the ParentPay website, this secures your child's place in the chosen club.
- There will be **NO REFUNDS** given for non-attendance. There will be no changing of clubs once they have been registered online.
- Please collect your child from the Fun Club at **4:30pm promptly**. If you fail to collect your child on time on more than two occasions, this may result in your child losing their place in the club.

***If you currently use our After School Club facility, you can still register your child to join a Fun Club between 3.30pm and 4.30pm. After 4.30pm they will join the After School Club until collection time at 5.55pm. N.B You will still need to pay the FULL daily rate of £10 for the After School Club facility.***

As you can see from the Fun Club list and attached Appendix I, there are a variety of activities to choose from for different years. We have tried to ensure that there are clubs that suit all interests.

Finally, please help us make the Fun Clubs a success by adhering to the guidelines explained in this letter.

Thank you for your continued support.

Yours faithfully,

Alison Silke  
Headteacher

**Appendix 1 - School Fun Clubs – Autumn Term 2017**

<b>Fun Club</b>	<b>Year Group</b>	<b>Key Activities</b>
<b>Design</b>	KS2	Basic principles of Design through to producing a finished article
<b>Sewing</b>	KS2	Basic sewing skills to cover Stitch designs
<b>Cheerleading</b>	KS2	Learning cheerleading skills and gym exercise
<b>Netball</b>	KS2 Years 5 & 6 Only	Rules of the game, team skills and physical practice
<b>Salsa</b>	KS2	Learning about where Salsa originated from, basic dance steps /moves and warm up exercises
<b>Arts &amp; Crafts</b>	KS1 & KS2	A variety of Art skills using paint, crayons and model making
<b>Cooking</b>	KS1 & KS2	Learning about safety procedures in a kitchen, ingredients and measures and baking basic dishes - biscuits and cookies
<b>Football</b>	KS1 & KS2	Rules of the game, team skills and physical practice
<b>Film Club</b>	KS1	Showing a different film each week. Teaching children to review films and learn about the characters and plots

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