

MAYESPARK PRIMARY SCHOOL

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Web: www.mayesparkprimaryschool.org.uk

Head teacher: Ms E Davies



14th December 2021

Dear Parent/Carer,

I trust your child has had a wonderful term and that you are looking forward to the Christmas holiday.

Please find attached details of the various clubs being offered next term, noting the cost, collection time and which year group each club is for. **Please note that some clubs are only running for the first half term also that there are no clubs taking place during the week of parents' evening.** If you would like to book a place for your child to attend an after-school club, please note the following important information.

How to sign up for an after-school club

Clubs will remain allocated on a first come first served basis and we no longer have a limit on how many clubs each child can attend. To book a place for your child, please sign up via our school's booking system [SchoolCloud - Mayespark Primary School](#)

Instructions on how to do this are also attached and if you have any queries please do not hesitate to contact the school office. Once a booking has been made via the school system, you will receive an automated confirmation email informing you that your child's place has been secured. Please note that this is only confirmation that we have received your booking, your child's place in a club can only be secured once payment has been received.

The following clubs are being run by outside providers and bookings can only be made directly:

Karate - To book a place for karate club, please complete the attached form and hand it in to our school office in an envelope, along with payment, this will be passed to the club leader. If you are unable to print this, you are able to obtain a copy via the school office.

Coding and robotics - To book a place for the coding and robotics club, please do so via the link on the club overview attached. Payment can be made directly to the company running the club.

Cooking club – this is run by our catering company ISS who provide our school dinners. To book a place in the cooking club, please return the attached form and money in an envelope to the school office, who will pass this on to our school cook. Again, if you are unable to print the attached form, you are able to obtain a copy from the school office.

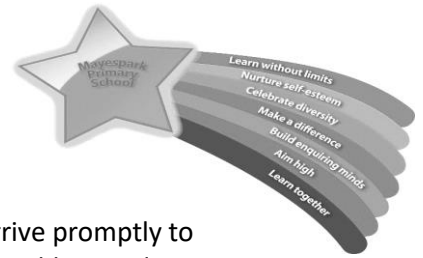
Payment

Payment for all clubs will need to be made termly and in advance. Once you have signed up for a club using the school booking system, our finance department will allocate payment to your ParentPay account, please note that this will not happen immediately. Please pay for your child's place promptly. If payment has not been received with 24 hrs and there is a waiting list for the club, your child's place will be offered to another child. Once you have paid for the club, your child's name will go on the club register. You are able to sign up for places from today, Tuesday 14th December at 7pm. If your child receives free school meals and has pupil premium funding, we are able to offer one free club place. Please note that this applies for clubs run internally by our members of staff only and not to clubs run by external providers.



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Collecting your child at the end of the club

Please note on the club overview attached, the time your child's club finishes and arrive promptly to collect them. Our office staff will be logging any occasions when children are collected late and we reserve the right to end your child's placement in a club if they are regularly collected late. If your child is in Year 5 or Year 6 and you would like them to walk home alone, please inform the office as separate permission is needed to that given when releasing your child at the normal time of 3:15pm. If your child attends Shine (after school childcare) please inform the school office so that the adult leading your child's club can escort them to Shine at the end of the session.



Cancelled Sessions

Wherever possible we will try not to cancel a club as we appreciate that this is very inconvenient for parents. However, there are times when staff members are sick and it is not always possible to find someone else to run a club at short notice. Please be assured that we shall work hard to cover any staff absences particularly where one session has already been cancelled.



Finally, please ensure that you have downloaded 'My School App' as we will be using it to communicate messages regarding our club provision.



I trust your child will greatly enjoy attending their selected after-school club. If you have any queries regarding our after school provision, please do not hesitate to contact either myself or Mrs Assenjee.



Yours sincerely,



Mrs C. Ige
Assistant Headteacher

