



Executive Headteacher: Miss R. Sandell

Headteacher: Guy Fairbairn

December 2018

Dear Parent/Carer

SCHOOL ACTIVITY CLUBS – SPRING TERM 2019

Application forms for next term's internal activity clubs are now available on our website and in our office reception area. Many clubs remain unchanged but there are some differences:

- We have had to say goodbye to Science Club as Mrs Murphy is leaving us and the Chess Club is taking a break while Mrs Gallagher is on maternity leave.
- There are several new clubs, including Crafty Kids and Storytime Club for our younger children (the latter is offered to **Reception** and KS1). For KS2, the Art Club makes a welcome return and there are new Computing and Homework Clubs (both initially running for half a term on a trial basis).
- The African Drumming Club is moving to an early morning half-hour slot – the lower cost reflects the shorter duration
- A full list of clubs will shortly be available on the website (internal and external)

FEES: Thank you to those who paid promptly last term. From 2019 we shall be rigorously enforcing the need to pay before attending the clubs, so please bear in mind that all charges will be put on ParentPay during the holidays and you will need to have paid by Friday 11th January to secure your child's place in a club.

CONCESSIONS FOR THOSE ENTITLED TO FREE SCHOOL MEALS: In order to spread the cost of clubs more fairly between attendees, and to ensure clubs can continue to run, there will now be a £1 charge per session for those entitled to concessions. In most cases this amounts to a cost of £10 for the term.

CHOIRS/FOOTBALL SQUAD: Separate arrangements apply to these school representative groups. The Choirs continue to be free and the Football Squad will require a one-off payment – no fresh forms will be required for existing members. If your child wishes to join a Choir, please complete an In-Year Joining Letter, available online and in the office.

GENERAL POINTS: Please note the following general arrangements that still apply to all Clubs, the Football Squad and the Choirs:

- Please read the information "About the Club" on each form and discuss this with your child. It is not in anyone's interest for a child to be an unwilling attendee!
- Ensure the club applies to your child's age group and note the selection criteria to avoid false expectations and disappointment
- If your child is given a place in a club, they should attend regularly as they may have denied a place to another child. If they cannot attend a session (eg, they have an appointment), please advise the adult in charge, either directly or via the school office. If a child is absent from a club for two consecutive weeks without any explanation from a parent, their place may be cancelled and offered to another child.
- No refunds are made for non-attendance.

- If a club is cancelled by the school, notice will be given wherever possible and a refund (where applicable) will be made
- Club members are expected to follow the school values at all times. Where they do not do so, parents will be advised and if there is no subsequent improvement in a child's behaviour, they will lose their place in that club. No refunds will be made in such circumstances.

APPLICATION PROCESS

Please note the following timescales which will be strictly adhered to: -

By Friday 14th December - Forms available in the Office and on the school website.

An application for each club must be made on the relevant form and only one child should be named on each form. **All forms should be completed and returned to the Clubs Post-box in the Office area.**

Wednesday 19th December 5:00pm: FORMS CUT-OFF

Forms should be returned by this time and date to stand the best chance of your child being allocated a place: the most popular clubs (eg Cooking Club) are likely to be oversubscribed by then.

By Friday 21st December Parents will be advised by text if their child has a place in a club.

Friday 11th January 2019 Full payment (where applicable) **MUST** be made on ParentPay.

W/C Mon 14th January All Clubs commence (including external ones). **CHILDREN WILL ONLY BE ABLE TO ATTEND IF FULL PAYMENT FOR THE TERM HAS BEEN MADE**

Where a club is oversubscribed, children who cannot be offered a place will be held on a waiting list and you will be advised if a space becomes available.

NB: Clubs are NOT filled on a first come, first served basis – any forms received by the CUT-OFF will be considered as per the criteria set out in the relevant club letter. Once a club is full, with a waiting list, forms will be removed from the office and the website. Applications can still be made for those clubs where spaces remain available.

ANY QUESTIONS?

I shall generally be available to deal with Clubs queries before and after school (except on Monday), either in the office area or in the Music Room. Alternatively, you can e-mail queries to aburcombe@monksorchard.co.uk – please do not e-mail forms to this address.

Forms should be placed in the Club Post-box only.

Yours sincerely,

Alma Burcombe
Extra-Curricular Activities Leader