8th September 2021

Dear Parent/Carer,

I trust your child has had a wonderful start to the new school year. As many of you will know, at Mayespark we have a long history of being able to offer an extensive range of after school clubs. Due to the pandemic, unfortunately these have not been able to take place for some time. I am very pleased to inform you that our after-school clubs will be running from next week.

Like many other local schools, we are now going to be charging for clubs. This nominal cost of £1 per session (clubs run by external providers cost more) will help to cover running costs and enable us to offer a wider range of opportunities for our children. Please find details of the clubs being offered on the overview attached, noting the cost, collection time and which year group each club is for. 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 be 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](https://mayespark.schoolcloud.co.uk/). 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, 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 through them directly:

**Karate club** – please complete the attached form and hand it into 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 club** – please book via the link on the club overview attached. Payment can be made directly to the company running the club.

**Cooking club** is run by our catering company ISS who provide our school dinners. To book a place

please return the attached form and money in an envelope to the school office, who will pass this onto our school cook. Again, if you are unable to print the attached form, you can request a copy from the school office.

**Payment for all other clubs**

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 tomorrow, Thursday 9th September 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.

**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.

Finally, please install the ‘My School App’ on your phone or tablet as we shall 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 reading our after school provision, please do not hesitate to contact either myself or Mrs Assenjee.

Yours sincerely,

Mrs C. Ige

Assistant Headteacher