

MAYESPARK PRIMARY SCHOOL

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Head teacher: Ms E Davies



20th April 2022

Dear Parent/Carer,

I trust you had a wonderful Easter break.

Please find attached details of the various clubs being offered this term, noting the cost, collection time and which year group each club is for. Clubs commence on Monday and will run until Friday 8th July.

Please look carefully at the club overview attached and note that some clubs are only running for the first half term also that there will be no clubs on the following days:

- 2nd May (Bank Holiday)
- 26th May (Polling Day)
- 23rd June (Whole School Queen's Jubilee celebration)
- 24th June (School closed for Queen's Jubilee)

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:

Club	How to Book	How to pay	Other info
Karate	Complete the form and hand to office	Payment to school office with form	Forms available from office
Coding and robotics	Click the link on the overview	Direct to club	
Cooking	Complete the form and hand to office	Payment to school office with form	Forms available from office

Sign Language – We are delighted to be able to introduce this new club which is run by Empowering Deaf Society, a charity providing a variety of services supporting deaf people in local communities. This is a Signature accredited course which can be used towards further study to complete the full level 1 qualification if children wish to learn more in the future. To book a place, please sign up on our school system and pay via Parent Pay. **Please note that this course will only run if we have enough children interested.**





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 tonight, Wednesday 20th April 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.



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 reading our after school provision, please do not hesitate to contact either myself or Mrs Assenjee.



Yours sincerely,



Mrs C. Ige
Assistant Headteacher

