

MAYESPARK PRIMARY SCHOOL

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Head teacher: Ms E Davies



14th September 2023

Dear Parent/Carer,

I trust your child has had a wonderful start to the new school year. At Mayespark, we offer a range of after school clubs, some are run by school staff and others by external providers. Please find details of the clubs being offered this term 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.

Costings & Payment

A nominal cost of £1 per session will be charged for all clubs run internally by Mayespark staff. This will help to cover costs and enable us to offer a wider range of opportunities for our children. Payment for these clubs is to be made via Parent Pay and will be assigned to individual accounts next week. Clubs run by external providers vary in cost and payment is to be made directly to these companies. 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. 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.

How to sign up for an after-school club

You are able to sign up for places from today, Thursday 14th September at 7pm. 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](#). 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.





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

Yours sincerely,

Administration Team
Mayespark Primary School

