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Executive Headteacher: Mrs. Salima Ducker

Head of School: Miss. Libby Thomassen

Thursday, 5th December 2024

Enrichment Clubs – Spring Term 2025

Dear Parents and Carers,

Further to the letter sent to parents/carers on Tuesday, 19th November, you will be aware that the deadline to book **two** clubs for your child is at 6.00pm on Sunday, 8th December. We are pleased to confirm that we have been busy reviewing the club uptake, and although most of the clubs have reached capacity, we have managed to either increase capacity or offer new clubs due to redistribution of staff. This therefore means that parents/carers will now be able to book their child onto more than two clubs.

Please find the new clubs and clubs with increased capacity listed below.

New clubs on offer					
Day	Club	Year Groups	Spaces	Club Leader(s)	Pick-Up Location
Monday	Dodgeball	YR-Y3	20	Miss. Blackwell	Y2 Oak
Tuesday	Gymnastics	YR-Y6	20	Mrs. Layton	Y1 Lime
Thursday	Lego	YR-Y6	20	Mrs. Fernando	Y2 Plane
	Just Dance	YR-Y6	20	Miss. Shanks	UKS2 Doors

Increased spaces on existing clubs					
Day	Club	Year Groups	Spaces	Club Leader(s)	Pick-Up Location
Wednesday	Football	Y2-Y3	30 <i>10 more spaces available</i>	Mr. Davis and Miss. Gavin	LKS2 External Doors
Thursday	Football	Y4-Y6	30 <i>10 more spaces available</i>	Mr. Davis and Miss. Bhatti	Y5 Maple

As a reminder, these clubs will commence from **Monday, 6th January** and will end the week commencing **Monday, 31st March**. Please also note that there will be no clubs on **Wednesday 5th February**, the week commencing **Monday, 10th February** and on **Wednesday 2nd April**.

We kindly ask that you take the time to read and familiarise yourselves with the following key information.

- The booking system will open **6.00pm** on Monday, **9th December** and will remain open until **6.00pm** on **Sunday, 15th December**. The booking system may reopen should any spaces remain thereafter. We will of course communicate accordingly if this is the case.
- The cost will be **£2.50 per child, per session** which will go towards the cost of purchasing resources to run the clubs and any necessary equipment and consumables needed. You are required to pay for the full term upon booking.
- Please note that refunds **cannot** be given in the event of children not attending the clubs they have been allocated and no changes can be made due to the amount of admin work involved.
- Clubs run from the end of the school day up until **4.15pm** and children will need to be collected promptly from the **pick-up location**. An internal and external map can be found at the end of this letter for your reference.
- For sports clubs where children may be required to change, please note that children are required to wear their PE kits. For clubs where PE lessons are the following day, we are happy for you to provide alternative clothing as we appreciate that PE kits cannot always be washed and returned in time.
- If children are continually collected late without good reason or if behaviour or engagement is poor, this may result in their place being withdrawn.
- The school office is open until 4.30pm, so please collect any medication from there should you need to take it home.
- In the case of severe wet weather or heat, we will endeavour to continue to run clubs. However, this may mean that an alternative provision is provided indoors.

Please follow the below instructions when booking a club and be mindful of the recent payment changes.

- 1) Locate the '**Clubs**' section on Arbor which can be found under '**Activities**'.
- 2) Select a club in which your child is eligible to attend from the '**CHILD'S NAME can be registered for these clubs (2024/2025)**' section.
- 3) Click the **green** '**register CHILD'S NAME for this club**' button.
- 4) Select the membership within the dropdown box and click the **green** '**next**' button.
- 5) Select membership period by selecting **Mon, 6th Jan – Mon, 31st Mar 2025** (these dates are an example of a Monday club) and click the **green** '**next**' button.
- 6) Click the box within the '**Review Membership Dates**' section and proceed with making payment by clicking the '**make payment**' button.

Payment is to be made via debit or credit card at the time of booking onto the club. You no longer need to top up your account on Arbor in advance. When booking a club, it will remain in your basket, and the place will not be confirmed until check out has been completed. If you are unable to checkout and pay for the club that is in your basket, this will be because capacity has been met and no spaces remain. As and when payment has been completed, we strongly encourage you to check on the clubs' section on your child's Arbor profile to ensure that the booking has been confirmed.

We encourage you all to look at the revised list attached as some of the pickup locations have changed. Should you have any questions or require any assistance, please do not hesitate to contact the admin team.

Yours faithfully,



Mr. Tom Arnold
Assistant Headteacher – Upper Key Stage Two