

When a club is oversubscribed, children will go onto a waiting list and will be notified when a place is available.

Please complete the online form (link below) if your child would like to attend a school club by the **morning of Tuesday 7 January**. Your child will be notified if they have a place on the afternoon of Thursday 9 January.

<https://forms.gle/TgYsWRHdNrvZcwnWA>

A register is kept at each club so that the children can be accounted for, therefore, if your child is unable to attend for any reason, e.g. dental appointment, please inform the school office. Should your child not wish to continue to attend their chosen club, please let us know so that we can offer their place to another child.

Unfortunately, we are getting an increasing number of children not turning up for after school clubs. When the children are asked the next day why they did not attend the club, some respond that they did not want to go to the club so they decided they would go home. We have spoken to all children in several assemblies that they cannot decide to leave, and they must attend the club as they have put their name down for it. If they do not turn up, they will be taken off the register for that club and replaced with someone on the waiting list who wants to attend the club.

There are also times when the school is not informed that the child is being picked up by someone else and it is not possible for the child to attend the club. We need to know if this is the case. The office staff are then having to find out why the child is not in the club which takes them away from the administrative duties they have in the office.

It is your responsibility to inform the school if your child cannot attend the club.

Yours faithfully

Mrs S Grady
PE Coordinator