



19 March 2018

Dear Parents/Carers

## SCHOOL ACTIVITY CLUBS – SUMMER TERM 2018

The updated application forms for next term's activity clubs will be available later today, both on our website and in our office reception area. Many clubs continue from the Spring Term but there are some new ones – a lunchtime Musical Theatre Club for Years 5 & 6, a Cross Country Running Club for Years 4,5 & 6 and a Weaving Club and Nature Explorers' Club, both for Years 1 & 2. There is no Science Club or Knitting Club next term.

Different arrangements now apply to the Junior and Infant Choirs – for existing members, no new application form will be required until September. If your child wishes to join one of the Choirs, they should complete the In-Year Choir Application Form listed with the club forms. Please note the following general arrangements apply to all clubs and the choirs:

- Please read the information "About the Club" on each form and discuss with your child whether this is something that they want to do. It is not in anyone's interest for a child to be signed up to a club that they do not really want to attend!
- Ensure the club applies to your child's age group and note the selection criteria to avoid false expectations and disappointment
- If your child is given a place in a club, they should attend regularly as they may have denied a place to another child. If they cannot attend a session (eg, they have an appointment), please advise the club adult in charge, either directly or via the school office. NB: No refunds are made for non-attendance.
- If a club is cancelled by the school, notice will be given wherever possible and a refund (where applicable) will be made
- Club members are expected to follow the school values at all times. Where they do not do so, parents will be advised and if there is no subsequent improvement in a child's behaviour, they will lose their place in that club. No refunds will be made in such circumstances.

### APPLICATION PROCESS

Please note the following timescales which will be strictly adhered to: -

**Monday 19<sup>th</sup> March**

**Forms available in the Office and on the school website.**

An application for each club must be made on the relevant form and only one child should be named on each form. **All forms should be completed manually and returned to the Clubs Post-box in the Office area.**

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**5:00pm: FORMS CUT-OFF**

**Monday 26<sup>th</sup> March**

Forms should be returned by this time and date to stand the best chance of your child being allocated a place: the most popular clubs and those with only a few places (eg cooking club) are likely to be oversubscribed by then.

**Thursday 29<sup>th</sup> March**

Parents will be advised by text by this date if their child has a place in a club.

**Friday 20<sup>th</sup> April**

Full payment (where applicable) must be made on Parentpay by then.

**W/C Monday, 23 April**

All Clubs commence (including external ones).

Where a club is oversubscribed, children who cannot be offered a place will be held on a waiting list and you will be advised if a space becomes available.

**NB: Clubs are NOT filled on a first come, first served basis – any forms received by the CUT-OFF will be considered in line with the criteria set down on the relevant club letter.**

Once a club is full, forms will be removed from the office and the website. Applications can still be made after Monday 26<sup>th</sup> March for those clubs where spaces remain available.

**ANY QUESTIONS?**

During the application process, I shall be available to deal with Clubs queries at the following times:

**8:40 – 9:00am Office Area Tuesday 20<sup>th</sup>, Wednesday 21<sup>st</sup> and Monday 26<sup>th</sup> March**

**3:15 – 4:45pm Music Room Monday 26<sup>th</sup> March**

**4:30-5:15pm Music Room Tuesday 20<sup>th</sup>, Wednesday 21<sup>st</sup> and Friday 23<sup>rd</sup> March**

Alternatively, you can e-mail queries to [aburcombe@monksorchard.co.uk](mailto:aburcombe@monksorchard.co.uk) – please do not email completed forms to this address. **Forms should be placed in the Club Post-box only.**

Yours faithfully

*A. J. Burcombe*

Alma Burcombe  
Extra-Curricular Activities Leader