

Friday 7th September 2018

Dear Parents and Carers,

AFTER-SCHOOL AND LUNCHTIME CLUBS

The list of after-school and lunchtime clubs run by Woodlands staff has now been released via ParentMail. Attached is the slip required for your child to return if they are interested in attending a club. They must write their choices in order of preference. Fee paying clubs run by outside providers are advertised separately; please contact the office if you are interested in these.

Please complete the information on the attached slip and send it into school with your child to hand in to their class teacher. If your child wishes to attend the same club they were in last year, you must apply for it again. Children will be picked for clubs based on the number of places available and their order of preference. Please note that the **deadline for returning request slips is Wednesday 12th September**. Any slips received after this date will not be considered and you will have to wait for any clubs with spare places to apply again.

You will receive a letter confirming your child's place in their chosen club by Friday 21st September at the latest. Please note that you will only receive a letter if your child has a place in that club. Any future requests should be made to the specific club's leader.

Most clubs will start in the week commencing **24th September**.

It is important that you read and agree to the following guidelines:

- Your child must attend every week.
- If your child is sick or unable to attend, you must inform the staff member in charge of that club by ringing the school office or writing a note.
- If your child no longer wishes to attend a club, you should notify the staff member in charge in writing (that place can then be made available to another child).
- All children should be collected from outside Acorns' or Oaks' Main Reception, depending on the club. Your child will need picking up and cannot walk home alone. In terms 5 and 6, year 6 children will be allowed to walk home from clubs on their own.

These guidelines have been put in place for the safety of your child.

If a club is cancelled, your child will be given a written message to bring home, or in the case of last minute cancellation, a ParentMail text message will be sent to your mobile phone.

Thank you for your co-operation in helping ensure our clubs run smoothly and safely.

Mrs S Rees-Porter
Assistant Headteacher



After School & Lunchtime Club Permission Slip



(to be returned to your child's class teacher)

I agree to my child: Year: Class:
being a part of the following clubs:

	Name of club
1 st choice	
2 nd choice	
3 rd choice	

My child is Pupil Premium (Yes / No) *Please circle*

I am on Parentmail (Yes / No) *Please circle*

For After School Clubs only:

When the club finishes, my child will be collected from Acorn Hall/Oak Playground by

..... (name of person collecting).

Contact telephone number:

Parent's/Carer's name :.....(Print name)

Signed: (Signature)



Headteacher: Mrs Mary Priestley B.A. Ed (Hons) NPQH
Hunt Road, Tonbridge Kent TN10 4BB
Tel: 01732 355577
Email: office@woodlands.kent.sch.uk
www.woodlands.kent.sch.uk