



19th September 2016

Dear Parents and Carers,

AFTER SCHOOL AND LUNCHTIME CLUBS

Attached is a permission slip to be used for the after-school and lunchtime activity clubs run by Woodlands Primary School staff. Fee paying clubs run by outside providers have separate procedures and you will need to contact them directly.

Please complete the Permission Slip and send it into school with your child to hand in to their Class Teacher. Children will be picked 'out of the hat' rather than on a 'first come, first served' basis. *One permission slip must be used for each club your child wants to attend; extra permission slips are available from the school office.*

We will let you know whether or not your child has a place in their chosen club by Friday 23rd September. Please note that the **deadline for returning request slips is this THURSDAY 22nd September** – any received after that date will miss the *Sorting Hat!*

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)
- If your child attends a club in Acorn building, they will be dismissed to the Hall; if your child attends a club in Oak Building, they will be dismissed to the playground
- Please indicate on the slip, your child's collection arrangements and note that all year 1, 2 and 3 children **must** be collected by an adult named on the slip.

These guidelines have been put in place for the safety of your child. Staff members leading clubs do not have the time to follow up absences during a club session.

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 to ensure our clubs run smoothly and safely.

Mrs Newsome
Assistant Headteacher



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