



Nurture, Grow, Flourish.

Forest & Sandridge CE Primary School
Cranesbill Road, Melksham
Wiltshire
SN12 7GN

Headteacher: Mrs Anna Willcox
Deputy Headteacher: Mrs Helen Biles-Wood
Assistant Headteacher: Mr James Mead
SENCO: Mrs Helen Chappell



10 January 2020

Dear Parents

I am pleased to inform you that teacher led after school clubs will be starting the week beginning **Monday 20th January**. Thank you to the staff who will be giving up their time after school to run these clubs.

As with last term, we will be using **ParentPay** for booking you preferences for clubs. If your child did a club last term please do not book your child onto the same club until the following day. If there is a waiting list and a child is doing a club for the second time, we will not be allocating them a place.

The window for selecting a club via ParentPay will be from **7pm Tuesday 14th January**, which should give everyone a fair chance to log on and select their child/rens choices for clubs. When the Clubs Sign-Up goes live, you will need to **Login**, then click on the yellow **"Pay for other items"** box. This will open a list of clubs allocated to your child/ren, then you choose from the list available. Spaces are still very limited and names will be picked at random once you have selected the possible clubs for your child. So once the selection process has been done, and names have been selected at random, a waiting list will then be made. Please note, we are doing this differently to last term to ensure that clubs spaces are allocated fairly. It may appear that you have been successful in securing your place. However, this will not be confirmed until **you receive a text message from school**.

If you have any questions about the new way of allocating children's places, then please get in touch with Mrs Potter in the school office.

The booking form sent with this letter will give you an idea of what clubs are running this term, together with the date, times, when & where they will be running from. Please note start dates as some are later. Some clubs are invitation only so you will not be able to select these. Details about Fizz Pop Science will be sent home very soon. You will not be able to select this club until this point.

So please discuss the options with your child, complete the choices from the booking form on ParentPay and complete it online by **Wednesday 15th** at the latest. If your child is not allocated a place they will be put on a waiting list for the remainder of the term & given priority in future terms. If there is room in all the clubs, then your child can attend them all!

We request that if your child does an after school club they commit to it for the term.

PLEASE DO NOT ASSUME YOUR CHILD WILL BE TAKING PART IN A CLUB JUST BECAUSE THEY HAVE SIGNED UP FOR IT. A TEXT WILL BE SENT TO CONFIRM THEIR PLACE AT THEIR CLUB.

IF NO TEXT IS RECEIVED THEN THE CLUB YOU HAVE CHOSEN IS FULL, YOU WILL GET YOUR CONFIRMATION TEXT BY THE END OF FRIDAY 17th JANUARY. REMEMBER IF THERE IS NO TEXT THEN THEY WILL HAVE BEEN PUT ON A WAITING LIST.

We are grateful to all the staff who are willing to give up their free time to run clubs.

Yours sincerely

Anna Willcox
Headteacher