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Head of School: Mr Tim Smith

Director of Primary Education:

Mr J Roddick MA (Ed), BEd (Hons), NPQH

12<sup>th</sup> September 2017

Dear Parents and Carers,

## JUNIOR SCHOOL CLUBS – AUTUMN TERM 2017

I am pleased to attach the timetable for our Junior school clubs for the Autumn term.

### Bookings

Please note that a consent form **MUST** be completed and returned or emailed to the school office for each **school-led club (plus Boys/Girls football run by Will Letts)**. **Places are allocated on a first come first served basis**. There are maximum numbers in place for most clubs so if your child does not obtain a place, then a member of the office team will contact you. All relevant booking forms are available on the school website ([www.eastwickschools.net](http://www.eastwickschools.net)) and paper copies are available from the School office if required. For external providers, please refer to the booking information on their flyers.

### Costs

In order to run some of our school-led clubs, we are very grateful to a number of our teaching assistants who lead or support the clubs. However, with the constraints on our school budget it is necessary to charge a small fee to cover staffing costs. Please note that the costings for school-led clubs are currently under review and there may be increases in costing for the spring term. If for any reason this prevents your child being able to attend a club, please do not hesitate to speak to me to discuss this further.

### Payments for school-led clubs

There are a number of school-led clubs which require payment to cover resources and staffing. These include cookery club, art club, cross country, chess club and guitar club. Once we have received responses and created lists, the amount will be added to your online payment account. Alternatively, once your child's place is confirmed, you may make your payment with the form (cheques made payable to Eastwick Junior School).

### Attendance and collection from clubs

If your child will not be attending a club on a particular day, please ensure you inform the school office as soon as possible who will advise the club leader. This is extremely important as a register will be taken for each session to ensure that all children who have attended school are present at the club or can be accounted for.

Please collect your child **promptly** either from the field or outside the main school entrance. Please do not arrange to collect children from the far field gate or the bottom of the drive when clubs finish. Children will be released directly to an adult unless the permission form states otherwise.

### Medication

If your child requires an Epipen, asthma inhaler or any other form of medication which may be needed during the club, please indicate on the consent form and ensure that your child brings their medication with them to the club.

If you have any questions regarding clubs please do not hesitate to speak to your child's class teacher or a member of the office team.

Yours sincerely,

Mr Tim Smith  
Head of School



*"Bringing out the Best"*

Academies & part of The  
Howard Partnership Trust

Eastwick Schools is a federation of Eastwick Infant School and Eastwick Junior School  
The Howard Partnership Trust, Registered Office:  
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