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Infant email: infantinfo@eastwickschools.net

Junior email: juniorinfo@eastwickschools.net

Head of School: Mr Tim Smith

Director of Primary Education:

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

19th December 2017

Dear Parents and Carers,

SCHOOL CLUBS – SPRING TERM 2017

I am pleased to attach the timetable for our schools clubs for the Spring Term.

Bookings

All booking forms will be available at 8pm this evening on the school website (www.eastwickschools.uk), under the “About Us” tab and then “Clubs”. The clubs lists for both schools give information about each club. Once you have decided which clubs your child would like to attend please click the relevant link for the booking form/details. **Places are allocated on a first come first served basis.** If your child is successful in securing a place then a member of the office team will contact you with confirmation. For some clubs a minimum number of attendees is required in order for them to run.

Payments for school-led clubs

There are a number of school-led clubs which require payment to cover resources and staffing. **Once your child's place is confirmed**, the amount will be added to your online payment account (Tucasi) alternatively you may make your payment by cash or cheque (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. We will then update the attendance register so that all children can be accounted for.

Please collect your child **promptly**, infant children from the club leader in person. Junior children should be collected either from the field or outside the main school entrance. Junior children will be released directly to an adult unless the permission form states otherwise.

Medication

If your child requires any form of medication which may be needed during the club, please indicate on the sign up form.

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:
Lower Road, Effingham, Surrey KT24 5JR.
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