



ELVETHAM HEATH PRIMARY SCHOOL

The Key, Elvetham Heath, Fleet, Hampshire, GU51 1DP

Headteacher: Mrs Megan Robinson, Dip.Teach, B.Ed, NPQH

23 June 2017

AFTER SCHOOL CLUBS AUTUMN TERM

Dear Parents

Attached is a timetable and information for all clubs that will run from September to December 2017. Please remember to complete all forms relevant to your child's year group in September 2017. There are a number of changes from last term so please note dates and times carefully. We are pleased to introduce a number of new clubs this term, please see timetable for detailed list (a description for each of the internal clubs can be found on the school website) www.ehps.hants.sch.uk We will start to process all on-time club applications for internal and external clubs on Monday 3 July 2017 and hope to inform you of the outcomes shortly afterwards.

Internal Clubs - please do not enter any external club choices on this form

If your child would like to attend one of our internal after school clubs at a cost of £3.50 per week, please complete and return the internal club form by **Friday 30 June 2017** at the latest, as follows:

- please complete **one form for each child**;
- only apply for a club relevant to their year group in **September 2017**;
- if requesting more than one club on the same day, **ensure you put your 1st and 2nd choice**;
- if requesting an external club on the same day, please indicate this on the internal club form;
- if applying for a club your child has previously attended, please note the content is likely to be repeated;
- **do not send payment for internal clubs until you receive an invoice from us** which will confirm your child has a place;
- once you receive your invoice **payment should be made within 7 days**, failure to do so will result in reallocation of your child's place, if you no longer require the place, please tick the relevant box and return the form to the office to allow us to offer the place to somebody else;
- if you have not advised us that your child does not want to attend a club that has been allocated, they may not get an offer next term;
- **please make a note of the day and time of the allocated club**, many parents forget this by the time the club starts in September.

Telephone: 01252 622205

Fax: 01252 622208

e-mail: adminoffice@ehps.hants.sch.uk

website: www.ehps.hants.sch.uk



External Clubs – PLEASE COMPLETE ONE FORM FOR EACH CHILD

- please complete the external club flyer and return it to the school office;
- external forms should be returned with full payment **with the exception of SCL and Junior Soccer** (if no payment is received, the form will be returned to you which could result in your child losing their place);
- **for SCL run clubs**, (Cricket (Y3-6), Multi-skills (1&2), Gymnastics (Y1&2) and Athletics (Y1&2) and Junior Soccer Y1 & Y2 please complete and return the slip to the school office **WITHOUT PAYMENT** to express your interest, the relevant club provider will then contact you directly with on-line payment details, if you make an early payment without receiving confirmation first, you will risk losing your money;
- **do not contact club providers directly regarding allocation of places;**
- we will start to process external club places on Monday 3 July 2017, **your child's club place will be confirmed with a slip via their book bag. If the club is full, your slip and payment will be returned and your child will be added to the waiting list.**

All Clubs

If your child has previously been placed on a waiting list, they will take priority, but you do still need to complete and return a form by the deadline of **Friday 30 June 2017** to confirm that your child is still interested. Once waiting list places have been allocated, wherever possible, we will allocate a club for every child that has applied by the deadline. *Although we will put your child on a waiting list if they do not secure a place on the chosen club, we cannot guarantee they will be given a place next term as clubs are subject to change.*

More information is available on our website and on display at reception.

Yours sincerely

Michele Graves

CLUB DATES

Clubs Start	Monday 11 September 2017
Parents' Evening – NO CLUBS	Week commencing Monday 16 October 2017
Half Term – NO CLUBS	Week commencing Monday 23 October 2017
All Clubs Start	Monday 30 October 2017
Clubs Finish	Week commencing Monday 4 December 2017



Please complete one slip per child

CHILD'S NAME: _____ **CURRENT CLASS/YEAR:** _____

YEAR GROUP IN SEPTEMBER: _____

INTERNAL CLUB CHOICE (please complete according to their year group in September 2017)

If applying for more than one club on the same day, please clearly mark your 1st and 2nd choice

- | | |
|---|---|
| <input type="checkbox"/> Art Y2 (Monday) | <input type="checkbox"/> Loom Bands Y3&4 (Monday) |
| <input type="checkbox"/> Craft Club Y4 (Tuesday) | <input type="checkbox"/> Netball Y5&6 (Monday) |
| <input type="checkbox"/> Creative Writing Y3-6 (Thursday) | <input type="checkbox"/> Percussion Y5&6 (Wednesday) |
| <input type="checkbox"/> Fashion Design Y3 (Monday) | <input type="checkbox"/> Pop-up Cards Y4-6 (Monday) |
| <input type="checkbox"/> History on YouTube Y5&6 (Thursday) | <input type="checkbox"/> Sketching & Drawing Y3 (Tuesday) |
| <input type="checkbox"/> Lego Y1 (Tuesday) | |

AUTUMN TERM AFTER SCHOOL CLUBS

THE AFTER SCHOOL CLUB AGREEMENT, DETAILED INFORMATION ON CLUBS/DAYS AND DISMISSAL POINTS ARE ALL ON OUR WEBSITE

May we ask that you make a note of all the details for the clubs you have applied for, if you do misplace it, the information can be found on the website (www.ehps.hants.sch.uk), PLEASE do check here if you have not kept a note of your child's club(s).

INTERNAL CLUBS

1. No payment is required at this stage, just complete your slip and return it to the school office no later than **Friday 30 June 2017**. Please note this is an earlier deadline to enable us to allocate and inform you of club places as soon as possible. Slips returned later than **Friday 30 June 2017** will be dealt with after the main allocation, where spaces are available.
2. A letter will be sent to you confirming the internal club your child will be attending and payment will then be requested.
3. PLEASE return the form to confirm that payment has been made or to advise us that your child no longer requires the place. Failure to communicate with the school could result in club places not being allocated next term.
4. Refunds will not be issued if a club has to be cancelled, or a child does not attend regularly. We will endeavour to arrange an alternative day, however this is not always possible.
5. On-time applications will be offered firstly to children who are on the waiting list and then those who have **not** previously attended the club.
6. Children are expected to attend each session for the duration of the club. If a child is in school but misses two consecutive days, we will remove them from the club and refer to the waiting list.
7. If any club has a high number of applications it may be split into half termly groups to enable as many children as possible to secure a space.
8. Please see the timetable for the term start and end dates of clubs.
9. If there are any changes to the advertised schedules we do our best to notify you as soon as possible, and will use a variety of ways to do this, by sending out a Parentmail note, a text message or a note home in children's book bags. Children can check on the information screen in reception which is regularly updated.
10. If your child is unable to attend their club on any day, you must contact the school office before the club starts.
11. Membership of any of our after school clubs is dependent on good behaviour. Any inappropriate behaviour will result in your child not being allowed to continue with the club. Please refer to the After School Club Agreement form. This form and other club information can be found on our website.

Please ensure that someone is at the dismissal point to pick up your child **promptly** at 4.15pm for KS1 and 4.20pm for KS2, PLEASE CHECK THE TIMETABLE AS SOME CLUBS DO VARY. Children will be dismissed from either the main entrance doors; Y5 & Y6 shared area or the school hall doors. You will be sent a copy of the dismissal points for each club with your allocation letter to identify the correct pick up point.

EXTERNAL CLUBS

If your child is wishing to join an external club, the appropriate slip of the required club must be completed and returned with payment to the school office, **no payment needed for SCL run clubs or Junior Soccer***. For all other clubs, if payment is not attached the external club will not accept the application and your child will subsequently lose their place.

Please Note: We will endeavour to confirm your child's place for their external club(s) via Parentmail. If the club is full, your form and payment will be returned to you and your child's name will be added to the waiting list. Please do not contact external club providers directly regarding allocation of places, as this is carried out by the school to ensure every child has the chance to attend the club of their choice, at least once during the school year.

*For SCL clubs and Junior Soccer you are requested to return the booking form to school expressing an interest and once allocations have been processed, SCL and Junior Soccer will contact you directly with details of how to make an on-line payment. Please DO NOT make a payment until you hear from the club providers, otherwise you risk losing your money.

CLUBS SEP - DEC 2017

	CLUB	YEAR GRP	INT/EXT	CLUB LEADER	TIME	START DATE	DISMISAL POINT
MON	ART	Y2	INTERNAL	MRS BRYANT – JONES	3.15-4.15	MON 11/9	4
	CHESS	Y 3-6	EXTERNAL	DR J UPHAM	3.20-4.20	MON 11/9	1
	CRICKET	Y 3-6	EXTERNAL	SCL	3.20-4.20	MON 11/9	2
	FASHION DESIGN	Y 3	INTERNAL	MRS ORCHARD	3.20-4.20	MON 11/9	4
	JUNIOR SOCCER	Y 1	EXTERNAL	MR S FINN	3.15-4.20	MON 11/9	1
	LOOM BANDS	Y 3&4	INTERNAL	MRS CRUMMAY	3.20-4.20	MON 11/9	3
	NETBALL	Y 5&6	INTERNAL	MRS DOUGLAS	3.20-4.20	MON 11/9	3
	POP-UP CARDS	Y 4-6	INTERNAL	MR DINNIN	3.20-4.20	MON 11/9	3
	STREET DANCE	Y 1&2	EXTERNAL	MISS C FANNING	3.15-4.15	MON 11/9	2
TUE	COOKERY	Y 6	EXTERNAL	NUTRITIONAL NINJAS	3.20-4.20	TUE 12/9	1
	CRAFT CLUB	Y 4	INTERNAL	MRS RAPLEY	3.20-4.20	TUE 12/9	3
	GYMNASTICS	Y 1	EXTERNAL	SCL	3.15-4.15	TUE 12/9	2
	LEGO	Y 1	INTERNAL	MISS PARAMORE	3.15-4.15	TUE 12/9	3
	SKETCHING & DRAWING	Y 3	INTERNAL	MR BARRETT	3.20-4.20	TUE 12/9	4
	TENNIS	Y 3-6	EXTERNAL	ACESTARS	3.20-4.20	TUE 12/9	2
WED	DODGEBALL	Y 3-6	EXTERNAL	PREMIER SPORTS	3.20-4.20	WED 13/9	2
	HOCKEY	Y 4-6	EXTERNAL	MRS A COTTEE	3.20-4.20	WED 13/9	3
	JUNIOR SOCCER	Y 2	EXTERNAL	MR S FINN	3.15-4.20	WED 13/9	1
	MULTI SKILLS	Y 1&2	EXTERNAL	SCL	3.15-4.15	WED 13/9	3
	PERCUSSION	Y 5&6	INTERNAL	MR EMBRAY	3.20-4.20	WED 13/9	1
	ZUMBA/STREET	Y 3-6	EXTERNAL	MISS C FANNING	3.20-4.20	WED 13/9	2
THU	CREATIVE WRITING	Y 3-6	INTERNAL	MISS REECE	3.20-4.20	THU 14/9	3
	DRAMA	Y 3&4	EXTERNAL	REDSTARS	3.20-4.20	THU 14/9	1
	GYMNASTICS	Y 2	EXTERNAL	SCL	3.15-4.15	THU 14/9	2
	HISTORY ON YOUTUBE	Y5&6	INTERNAL	MRS PASCOE	3.20-4.20	THU 14/9	4
	RUGBY	Y 3-6	EXTERNAL	PREMIER SPORTS	3.20-4.20	THU 14/9	1
FRI	ATHLETICS INSIDE	Y 1&2	EXTERNAL	SCL	3.15-4.15	FRI 15/9	2
	ATHLETICS	Y 3-6	EXTERNAL	MR A LOTT	3.20-4.20	FRI 15/9	4
	R'DING FOOTBALL	Y 3-6	EXTERNAL	READING FC	3.30-4.30	FRI 15/9	1
	RUGBY	Y 1&2	EXTERNAL	PREMIER SPORTS	3.15-4.15	FRI 15/9	3

Dismissal Points

1 = Library	2 = Hall	3 = Year 6	4 = Year 5
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