



ELVETHAM HEATH PRIMARY SCHOOL

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

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

16 November 2018

AFTER SCHOOL CLUBS SPRING TERM

Dear Parents

PLEASE NOTE THAT EXTERNAL FLYERS ARE NOT BEING SENT WITH THIS LETTER

Attached is a timetable and information for all clubs that will run from January to March 2019. 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) <http://www.ehps.hants.sch.uk/extracurricular/club-timetables> We will start to process all on-time club applications for internal and external clubs on Monday 26 November 2018 and hope to inform you of the outcomes by the end of the week.

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 (except Cookery which will be £4.50 to cover ingredients), please complete and return the internal club form by **Thursday 22 November 2018** (as Friday 23 is an inset day) at the latest, as follows:

- please complete **one form for each child (full name and class to be included)**;
- 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. Please advise us if your child does **not** want to attend a club that has been allocated otherwise they may not get an offer next term.

Telephone: 01252 622205

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

website: www.ehps.hants.sch.uk



EXTERNAL CLUBS – these forms can be collected from the library or downloaded from the website at <http://www.ehps.hants.sch.uk/extracurricular/club-timetables/> - PLEASE COMPLETE ONE FORM FOR EACH CHILD

- please complete an 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 for the other clubs, 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 (YR, I&2), Gymnastics (YR&I & Y2) and Athletics (YR, I&Y2) 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;**
- **do not make any online bookings directly with providers, please contact the school office first;**
- we will start to process external club places on Monday 26 November 2018, **your child’s external club place will be confirmed by email. 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 **Thursday 22 November 2018** 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.* **Please make a note of the day and time of the allocated club**, many parents forget this by the time the club starts in January.

Yours sincerely
Michele Graves

Club Dates – Spring Term

Clubs Start	Monday 14 January 2019
Half Term – NO CLUBS	Week commencing Monday 18 February 2019
PARENTS’ EVENING – NO CLUBS	Week commencing Monday 4 March 2019
Clubs Finish	Week commencing Monday 25 March 2019



Please complete ONE SLIP PER CHILD

CHILD’S NAME: _____ **CLASS/YEAR** _____

INTERNAL CLUB CHOICE

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

- | | |
|----------------------------------------------------------|------------------------------------------------------------|
| <input type="checkbox"/> Art Y1 (Monday) | <input type="checkbox"/> Lego Y3&4 (Tuesday) |
| <input type="checkbox"/> Art Y2 (Monday) | <input type="checkbox"/> Maths Games Y5&6 (Thursday) |
| <input type="checkbox"/> Art Y5&6 (Tuesday) | <input type="checkbox"/> Netball Y2 (Tuesday) |
| <input type="checkbox"/> Book Club Y5&6 (Thursday) | <input type="checkbox"/> Photography Y2 (Tuesday) |
| <input type="checkbox"/> Choir Y1&2 (Monday) | <input type="checkbox"/> Rhythmic Gymnastics Y1&2 (Friday) |
| <input type="checkbox"/> Cookery Y6 (Monday) | <input type="checkbox"/> Science Y2 (Thursday) |
| <input type="checkbox"/> Creative Writing Y3-6 (Tuesday) | <input type="checkbox"/> Sewing Y3 (Tuesday) |
| <input type="checkbox"/> Lego Y1 (Tuesday) | |

SPRING 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 <http://www.ehps.hants.sch.uk/extracurricular/club-timetables/>, 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 **Thursday 22 November 2018**. 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 Thursday 22 November 2018 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 T-mail 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 CLUB TIMES 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 is 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 email. 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 THE SCHOOL expressing an interest and once allocations have been processed, the providers will contact you directly with details of how to make an on-line payment. Please **DO NOT** make a payment online until you hear from the club providers, otherwise you risk losing your money.*

CLUBS JANUARY – MARCH 2019

	<u>CLUB</u>	<u>YEAR GRP</u>	<u>INT/EXT</u>	<u>CLUB LEADER</u>	<u>TIME</u>	<u>START DATE</u>	<u>DISMISSAL POINT</u>
MON	ART	Y 1	INTERNAL	MRS MARTIN	3.15-4.15	MON 14/1	4
	ART	Y 2	INTERNAL	MRS BRYANT- JONES	3.15-4.15	MON 14/1	3
	CHESS	Y 3-6	EXTERNAL	DR J UPHAM	3.20-4.20	MON 14/1	1
	CHOIR	Y 1&2	INTERNAL	MRS HARDY/ MISS ORCHARD	3.15-4.15	MON 14/1	4
	COOKERY	Y 6	INTERNAL	MRS ROBINSON/ MR BRITT	3.20-4.20	MON 14/1	4
	CRICKET	Y 3-6	EXTERNAL	SCL	3.20-4.20	MON 14/1	2
	JUNIOR SOCCER	Y 1	EXTERNAL	MR S FINN	3.15-4.20	MON 14/1	1
	ZUMBA/STREET	Y 1&2	EXTERNAL	MISS C FANNING	3.15-4.15	MON 14/1	2
TUE	ART	Y 5&6	INTERNAL	MRS COOKE	3.20-4.20	TUES 15/1	4
	CREATIVE WRITING	Y 3-6	INTERNAL	MISS REECE	3.20-4.20	TUES 15/1	3
	GYMNASTICS	Y R&1	EXTERNAL	SCL	3.15-4.15	TUES 15/1	2
	JUDO	Y 3&4	EXTERNAL	TOM HAYNES	3.20-4.20	TUES 15/1	2
	LEGO	Y 1	INTERNAL	MRS WEBB	3.15-4.15	TUES 15/1	3
	LEGO	Y 3&4	INTERNAL	MRS RAPLEY	3.20-4.20	TUES 15/1	3
	NETBALL	Y 2	INTERNAL	MISS AYRE	3.15-4.15	TUES 15/1	2
	NETBALL	Y 4,5&6	EXTERNAL	HART NETBALL	3.20-4.20	TUES 15/1	4
	PHOTOGRAPHY	Y 2	INTERNAL	MISS TAYLOR	3.15-4.15	TUES 15/1	1
	SEWING	Y 3	INTERNAL	MISS BARBEY	3.20-4.20	TUES 15/1	4
	TENNIS	Y 3-6	EXTERNAL	ACESTARS	3.20-4.20	TUES 15/1	1
WED	DODGEBALL	Y 3-6	EXTERNAL	PREMIER SPORTS	3.20-4.20	WED 16/1	2
	JUNIOR SOCCER	Y 2	EXTERNAL	MR S FINN	3.15-4.20	WED 16/1	1
	MULTI SKILLS	Y R,1&2	EXTERNAL	SCL	3.15-4.15	WED 16/1	3
	RIOT SQUAD	Y 3&4	EXTERNAL	MS TZANETIS	3.20-4.20	WED 16/1	1
	ZUMBA/STREET	Y 3-6	EXTERNAL	MISS C FANNING	3.20-4.20	WED 16/1	2
THU	BOOK CLUB	Y 5&6	INTERNAL	MRS PASCOE	3.20-4.20	THUR 17/1	3
	DRAMA	Y 4-6	EXTERNAL	RED STARS	3.20-4.20	THUR 17/1	2
	GYMNASTICS	Y 2	EXTERNAL	SCL	3.15-4.15	THUR 17/1	2
	MATHS GAMES	Y 5&6	INTERNAL	MR DINNIN	3.20-4.20	THUR 17/1	4
	RIOT SQUAD	Y 5&6	EXTERNAL	MS TZANETIS	3.20-4.20	THUR 17/1	3
	RUGBY	Y 1&2	EXTERNAL	PREMIER SPORTS	3.15-4.15	THUR 17/1	1
	RUGBY	Y 3-6	EXTERNAL	PREMIER SPORTS	3.20-4.20	THUR 17/1	1
	SCIENCE	Y 2	INTERNAL	MR BARRETT/ MRS PAGE	3.15-4.15	THUR 17/1	4
FRI	ATHLETICS INSIDE	Y R,1&2	EXTERNAL	SCL	3.15-4.15	FRI 18/1	2
	ATHLETICS	Y 3-6	EXTERNAL	MR A LOTT	3.20-4.20	FRI 18/1	4
	R'DING FOOTBALL	Y 3-6	EXTERNAL	READING FC	3.20-4.20	FRI 18/1	1
	RHYTHMIC GYMNASTICS	Y 1&2	INTERNAL	MISS FREARSON	3.15-4.15	FRI 18/1	3

Dismissal Points

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