



CLUBS 2021-2022 Terms 1 & 2

6th September 2021

Dear Parents and Guardians

Please find listed overleaf details of clubs which will be running during Terms 1 & 2.

REGISTRATION

Most clubs are offered for a limited number of pupils therefore places will be allocated on a first come first served basis. Booking opens on 07th September 2021.

The various ways in which you can register are:

1. Using the school's online club booking system (same system as we use for running the parents' evenings) (PREFERRED)
2. send a message via ParentPay, the school communication system
3. by email to admin@urchfont.wilts.sch.uk
4. by phone, in person or written request sent to the school office.

Some clubs fill up very quickly so please be aware that whilst we do our best to ensure allocations are made in the fairest way possible it is not always possible to determine the order or time in which paper responses are returned to school. As such our preferred response is by either the online booking system or via ParentPay message or email which will be allocated in accordance with the time stamp assigned by our software. If you require a hard copy of this letter then please let the office staff know. Confirmation will be sent via ParentPay prior to the club commencing or via book bags for any pupils not yet registered.

If the club your child is interested in is full we will let you know and your child's name will be added to the club's waiting list.

ATTENDANCE

We are very fortunate that staff willingly give their own free time to run school clubs. We expect children attending to make a commitment to come along every week for the duration of the club. If your child is unable to attend for any reason, we kindly ask that you let the office know beforehand for safeguarding reasons.

COLLECTION

Children must be collected promptly at the end of the club. Please check what time your child's club finishes. Children in years 5 and 6 can walk home alone with prior written permission. If your child is being collected consistently late, this may jeopardise their place on the club.

CANCELLATION

If we have to cancel a club, we will try and give you as much notice as possible. On the rare occasion when we need to cancel on the day itself, we will inform parents via ParentPay and Facebook. We will endeavour to contact parents by telephone as well but this is not always possible. If you are in any doubt if a club is taking place (e.g. due to bad weather) please contact the office. Please make sure that your contact details are kept up-to-date.

All clubs will begin the week starting Monday 13th September.