



6th January 2020

Dear Parents,

CLUBS - Terms 3 & 4: 2020

On the reverse of this letter is a timetable of clubs available to the children this term.

If your child would like to join a club please complete the slip attached and return to the office via your child's class teacher by Wednesday 8th January 2020. You will be informed which club(s) your child has been allocated by Friday 10th January 2020.

Please choose a maximum of three clubs in order of preference. We will do our best to try to ensure that all children get at least one of their choices.

We do ask your co-operation with the following:

- Please ensure that your child understands your arrangements for collection at the end of the club.
- ***We ask adults to collect their children directly from the school entrance hall at the end of a club.***
- If your child is going to be absent from a club please provide a **written** note of explanation for the adult organising the club. Children's verbal excuses will not be accepted. A register will be taken at the start of each club – for safety reasons, parents will be contacted for any children not at the club.
- **If a child does not turn up to a club without good reason for more than 2 sessions, they will lose their place in that club, and it will be given to another child.**
- Children with good attendance will be given preference when allocating next Term's clubs.
- Clubs may have to be cancelled at short notice. However, we will try to give at least one day's notice if this is going to happen. We will send a text to the first emergency contact of each child if a club is cancelled **on the day**.
- In an attempt to encourage children to be organised and independent, as well as saving staff time, we will not be allowing children to use the school telephone if they have forgotten their kit or equipment.

If you have any concerns regarding clubs do not hesitate in contacting me.

Yours sincerely,

Geraint Mills
Head Teacher

SWINDON VILLAGE PRIMARY SCHOOL

CLUBS – TERMS 3 & 4 2020

Name of child : _____

Class Teacher: _____

Please list which clubs your child would like to attend in order of preference. All existing members of clubs must complete this application form as well otherwise you may not be allocated that club.

	Day of Club	For office use only
1.		
2.		
3.		

Please only include clubs run by Swindon Village Primary School & Cheltenham Town Football Club. For clubs run by all other external bodies (i.e. Andy Tucker Football), please apply directly with them.

I have read and accept the contents of the club letter dated 6th January 2020.

Signed (parent): _____

Child: _____

All completed slips must be returned via your child's class teacher by Wednesday 8th January 2020 at the very latest.

Clubs will finish week commencing 23rd March 2020.

**There will be no school-run clubs during Race Week
(Tuesday 10th March – Friday 13th March)**