



SUNNYMEDE JUNIOR SCHOOL

The Meadoway, Billericay, Essex CM11 2HL
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15th September 2022

Dear Parents and Carers,

Please read the following letter carefully with regards extra-curricular clubs. Your child has been given a reply slip to bring home with them today, but this is also included as a separate attachment in case there are children off ill.

Information on clubs run by external providers have already been sent via Parentmail and the letters are already on our website. Booking is underway for these on a first come first serve basis. We also have a number of 'invite only' clubs. Again, parents have been advised by email if their child has been invited to one of these clubs.

There are some remaining clubs that are run internally by the school and anyone can request a place at these clubs. These clubs are shown on a table at the end of this letter.

If there are any of these clubs that your child would like to attend, please return the separate reply slip attached with this email. The sooner you reply, the more likely your child is to get a place on the club. The final date for sending your reply is Tuesday 20th September but we will start filling places with slips returned on Friday 16th September (tomorrow).

Please note that, whilst we run a number of clubs, we cannot guarantee your child a place at a club but will hold a waiting list if a club is oversubscribed. A place may become available later in the year but is not guaranteed.

COMPLETING THE REPLY SLIP

Please return the reply slip as a HARD copy. We will not accept an email return unless your child is known to be ill and absent from school.

Please complete Part 1 of the reply slip by ticking all the clubs that you already know your child is attending (these are clubs they have been invited to or you have booked through an external provider)

Complete Part 2. When selecting clubs to attend, please make up to four choices. If your child has a preference, please write 1 for top priority and 4 for last preference etc. If they do not have a preference, just tick the boxes. Please remember putting '1st or 2nd does not guarantee a place but we will make every effort.

Complete Part 3. This includes contact, collection and medical information and all sections must be completed. We will need this if your child is allocated a place at a club.

WHO WILL BE PRIORITISED FOR A PLACE?

To try and give every child a chance to attend a club, children who are not attending clubs listed in Part 1 of the reply slip will be prioritised for a club if they return their reply slip tomorrow.

Those already attending clubs listed in Part 1 will be allocated to any remaining clubs on a first come first served basis.

WHAT WILL HAPPEN WHEN YOU RETURN YOUR REPLY SLIP?

If your child is allocated a place on one or more of the clubs requested in Part 2, we will return the reply slip. The club /clubs for which they have gained a place will be ticked and highlighted. If they have been placed on a waiting list, 'WL' will be written next to it.

SOME INFORMATION ABOUT PARTICULAR CLUBS

HOMEWORK: Homework club takes place every Tuesday lunchtime from 12:05 to 12.35. This does NOT need to be booked and your child can just come on the weeks they need to. The expectation is that homework is done at home and children should only attend if there is a legitimate reason they have not been able to complete it at home. They must take responsibility for remembering to come and bringing their homework with them., along with their pencil case. If they wish to complete their Times Tables Rock Star or Doodle Maths homework, they will need to bring their password.

SEWING CLUB: There is a small charge for this club of £4:00 for materials. Do not send this in until you have had a place confirmed. Once a place is confirmed, you will need to send cash in an envelope with your child's name and sewing club written on it.

SPORTS ALLSORTS: This is a new club open to children in all year groups. This may interest children who are not competitive and want a bit of fun. Activities will vary each week and cover a range of activities. Examples of activities: parachute games, benchball, skipping activities, badminton, swingball, team relay games, yoga, athletic activities etc. They will need a water bottle and their school P.E. kit, which should include warm clothing and sturdy trainers (some activities may take place outside).

RECORDER CLUB: Your child will need a recorder for this club.

GIRLS' FOOTBALL: A number of girls' have already been invited to this club following initial interest in the football trials last week. If your daughter did not attend the trials and is interested, please tick the box on the reply form – we have a couple of places left but can also hold a waiting list.

FRENCH CLUB: Please note that this club cannot commence until after half term – see dates on the table at the end of this letter.

CLUB EXPECTATIONS

Cancellation of Clubs

Whilst we try not to cancel clubs, this is sometimes inevitable for a number of reasons (weather, illness of the person running the club, other unforeseen circumstances) and we reserve the right to do so at short notice. If we do need to cancel a club at short notice, we will contact parents via Parentmail or phone as soon as we can. Please ensure you are easily contactable by phone on the day of your child's club so you can pick up messages quickly, including in the event of an emergency during the club.

Behaviour Whilst Attending School Clubs

Children are expected to behave well during clubs and follow instructions to ensure clubs run smoothly and so that all children are safe. We have a zero-tolerance approach to poor behaviour during clubs. If we feel a child is not behaving appropriately, we reserve the right to cancel your child's place at the club. We would contact you to discuss this.

After School Collection Arrangements

Children will only be allowed to attend after school activities on the understanding that they are collected promptly. If a child is regularly collected late, they will forfeit their place at the club. For safeguarding purposes, drop-off for morning clubs and collection from after clubs can only be made from the main school entrance at The Meadoway. Y3/4 pupils must be collected from clubs. Y5/6 may walk home if you indicate this on the reply slip and take full responsibility. Please do not sign your child up for a club if you are unable to comply with the above.

Expectation to Attend

If your child has been accepted to attend a club run internally by the school, it is expected that they attend all sessions, unless ill. Those running clubs give their own time to run them and it is discourteous if children do not attend regularly, particularly when there may be others on a waiting list. If your child no longer wishes to attend a club for a good reason, parents must inform the school office so they can remove them from the register. This is crucial for safeguarding purposes. If your child is absent for two weeks in succession, we may remove them from the register, unless there is a good reason and we have been advised of this by the parents. For privately run clubs you have paid for, it is unlikely you will get refunds for sessions not attended but should contact the provider directly to enquire.

Please do not hesitate to contact the school office if you have any general queries concerning clubs.

Yours sincerely



Ronnie Branch
Headteacher

LIST OF INTERNALLY RUN, OPEN INVITE CLUBS - AUTUMN 2022

CLUBS RUN BY SCHOOL STAFF								
Day	Time	What	Led by	Years	Cost	Start date	End	Venue
Monday	12:05-12:35	Recorders	Mrs Pye	All	Free	26 th September	12 th December	Class 3P
Tuesday	3:15-4:15	Computing/ Coding	Mrs Mussenden	5&6	Free	20 th September	6 th December (no session on 18 th October due to parent consultations)	Class 5M
Tuesday	3:15-4:15	Girls' football	Mrs Morris	All	Free	20 th September	6 th December	Field
Tuesday	3:15-4:15	Sewing	Mrs Monk	All	£4 per term	27 th September	13 th December	Class 4L
Tuesday	12:05-12:35	Choir	Mrs Pye	All	Free	20 th September	13 th December	Class 3P
Tuesday	12:05-12:35	Homework	Mrs Houghton	All	Free	20 th September	13 th December	Class 3H
Wednesday	3:15-4:15	Sports Allsorts	Mrs Morris	All	Free	21 st September	7 th December	School Hall / outside
Thursday	3:15-4:15	Science	Mrs Hathaway	All	Free	22 nd September	1 st December (no session on 20 th October due to parent consultations)	Class 5HB – upper school
Friday	12:05-12:35	French	Madam Attridge	5&6	Free	4 th November	16 th December (to continue into spring term)	Reading room - middle school

