



SUNNYMEDE JUNIOR SCHOOL

The Meadoway, Billericay, Essex CM11 2HL
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17th October 2017

Dear Parents / Carers,

Please read the following letter carefully with regards extra-curricular clubs which will begin after half term if they have not already done so.

The list of clubs can be found at the very end of this letter and is set out in three tables as follows:

Table 1: Internal clubs run by school staff and parents

Table 2: Clubs run by external providers

Table 3: Internal clubs – by invite only

We request that you look at the lists with your child and discuss their choices with them. Please return the reply slip indicating their preferences and return it to the school office by **Friday at 9:00 am at the latest**.

Please be aware that simply by returning the slip does not mean your child automatically has a place (unless it is an 'invite only' club). This is because some clubs may generate a lot of interest and there will not be enough places for everyone who requests particular clubs. In such cases, your child's name will be placed on a waiting list should a place become available.

Places will generally be offered on a first come first serve basis. However, if your child has requested a place at multiple clubs, they may not be allocated a place at all clubs at the expense of another child attending no clubs. This will ensure as many pupils as possible have a chance to attend at least one club.

There is a charge for some clubs and this is clearly identified on the lists. Where payment is required, this should be sent in once your child's place has been confirmed.

Where external providers run clubs e.g. golf, basketball, Southend football etc. we, as a school do not determine who attends. The club provider makes any decision about who attends.

Please note that Multi-skills club will not commence until January and will be invitation only. Invitations will be sent out in due course.

An Important Note on Boys' Football

Please note that, following a number of requests, particularly from lower school parents, we have organised three football clubs this year. The first will continue to be run by Mr McDermid on a Tuesday evening but this will be by invite only. Any pupil who agrees to attend this club will be agreeing to represent the school at football tournaments throughout the year, if selected.

Mr McDermid will also run a football club for lower school children to attend on a Thursday evening. A further football club will be offered by Southend United football team on Monday after school. There will be a charge for this club and anyone can sign up by booking only. Prices are very reasonable.

Girls' Football

Please note that, as with the boys' football, we will also have two girls' club, using a similar model. Mrs Morris will run a club that will be by invite only and those attending must agree to participate in inter-school tournaments throughout the year. Ricky Juson will also run our existing girls' club that any girl can sign up for; there continues to be a charge for this club.

Invite only clubs

Please note that some clubs are invite only and children will not be asked to sign up for these clubs. Teachers will identify children who they feel will benefit from these clubs and send a letter home. You will still need to give your written permission. This includes multi-skills club, girls' football squad training with Mrs Morris, boys' football squad training with Mr McDermid and rock band.

Homework Club

Homework club takes place every Tuesday lunchtime from 12:05 to 12.35. Children can attend as and when they need to, without signing up, but must take responsibility for remembering to attend. They need to remember to bring any homework that needs completion, along with a pencil / pen etc. If they wish to complete their Mathematics homework, they will need to bring their password.

Information about Sports Related Clubs

For sports related clubs that take place outside (running, football, golf), it is your child's responsibility to ensure that they have warm clothing and appropriate footwear. Lessons will take place in cold weather, and sometimes in light rain. For football, children MUST have shin pads and long socks in order to participate. For all sports-related clubs, children should have a filled water bottle with their name on it.

Cancellation of clubs

Whilst we try not to cancel clubs, this is sometimes inevitable for a number 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. Where a paid club is cancelled, an additional session will be re-scheduled or a reimbursement will be made for the missed session.

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 may offer their place to another child. We would contact you to discuss this. If a payment has been made for the club, a reimbursement would be made.

Selection for Clubs

In general, clubs will be offered on a first come, first serve basis. However, to ensure that as many pupils as possible have the opportunity to attend at least one club, thus ensuring equality of opportunity, we reserve the right to take other factors into consideration. We cannot guarantee that every child can attend all the clubs of their choice or that they get their first preference. However, where we are unable to offer a club this term, we will place names on a waiting list should a place become available.

After School Collection Arrangements

Children will only be allowed to attend after school activities on the understanding that they are collected promptly and in person by a parent or approved responsible adult or older sibling, as we need to ensure they reach home safely as it becomes dark early. If a child is regularly collected late, they will forfeit their place at the club.

Duration of Clubs

The clubs run for the dates specified only. For safeguarding purposes, there is a maximum number of pupils who can attend. The start and end dates are noted on the tables below.

Expectation to Attend

If your child has been accepted to attend a club, it is expected that they attend all sessions, unless ill. Those running clubs give their own time to run them and it is discourteous and disruptive 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.

Allocation and Payments

Once we have allocated children to clubs, a confirmation slip will be sent home with your child on Friday to confirm any places offered. If you do not receive a letter, your child may not have been offered a place on this occasion. Payments should be returned with your signed consent forms.

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

Yours sincerely



Ronnie Branch
Headteacher

CLUBS RUN BY SCHOOL STAFF / PARENTS (TABLE 1)								
Day	Time	What	Led by	Years	Cost	Start date	End	How to request a place
Monday	12:05-12:35	Choir	Mrs Pye	All	None	Already commenced	July 2018	Indicate on the reply slip
Monday	3:15-4:15	Sewing	Ms Monk	All	£3 per term	6 th Nov	5 th Feb 2018	Indicate on the reply slip
Monday	3:15-4:30	Art/Sketching	Miss Wilcox	All	None	30 th Oct	5 th Feb 2018	Indicate on the reply slip
Tuesday	12:05-12:35	Homework	Mrs Houghton / Miss King	All	None	31 st Oct	5 th Feb 2018	Attend as and when required
Tuesday	12:05-12:35	Recorders	Mrs Pye	All	None	Already commenced	July 2018	Indicate on the reply slip
Wednesday	3:15-4:15	Challenge Club	Mrs Sykes	Y5	None	1 st Nov	7 th Feb 2018	Indicate on the reply slip
Thursday	3:15-4:15	Board Games	Miss Turnbull	All	None	2 nd Nov	7 th Dec	Indicate on the reply slip
Thursday	3:15-4:15	Coding/Computing Club	Mr Hutton	All	None	2 nd Nov	7 th Dec	Indicate on the reply slip
Thursday	3:15-4:15	Boys Football	Mr McDermid	Y3/4	None	2 nd Nov	14 th Dec	Indicate on the reply slip
Thursday	3:15-4:15	Running Club	Mrs Hathaway	All	None	2 nd Nov	7 th Dec	Indicate on the reply slip

CLUBS RUN BY PRIVATE EXTERNAL PROVIDERS (TABLE 2)								
Day	Time	What	Led by	Years	Cost	Start	End	How to request a place
Monday	3:25-4:25	Girls' Football	Ricky Juson	All	£3.50 per session	6th Nov	11th Dec	Request a letter from the office
Monday	3:15-4:30	SUFC Boys' Football	Southend United Football Club	All				Book direct online at SUFC for next half term
Monday	3:30-4:15	Karate	Nathan	All	£3.50 per session	30th Oct	11th Dec	Direct with the Karate Club – request a leaflet from the office
Monday	4:30-5:30	Gymnastics	Ricky Juson	All	£3.50 per session	6th Nov	11th Dec	Request a letter from the office
Tuesday	7:45 – 8:45	Basketball FULL	James Potter					Await a new booking form via Parentmail
Wednesday	3.15-4.15	Golf	The School of Golf	All	£4.00 per session	1 st November	6 th December	Request a letter from the office
Thursday	7:45 – 8:45	Basketball FULL	James Potter					Await a new booking form via Parentmail

INVITE ONLY CLUBS (TABLE 3) (Children will be given a letter if they are invited)								
Day	Time	Club	Led by	Years	Cost	Start	End	How to give permission
Tuesday	3:15-4:15	Girls' football	Mrs Morris	All	None	31 st Oct	6 th Feb	Return letter invite to main office by Friday 16 th Oct 9:00am
Tuesday	3:15-4:30	Multi-Skills	Ricky Juson	All	None	January	Tba	Invitation letter will be sent out
Tuesday	3:15-4:15	Boys' football	Mr McDermid	All	None	31 st Oct	6 th Feb	Return letter invite to main office by Friday 16 th Oct 9:00am
Wednesday	3:30-4:30	Rock Band	Darran Smith	All	£4 per session	1 st Nov	13 th Dec	Invitation only – Darran will contact directly

Club Reply Slip

(Please indicate your child's preference below)

Child's Name _____

Class _____

Club	1 st Preference	2 nd Preference	3 rd Preference	4 th Preference	5 th Preference
Choir					
Sewing					
Art/Sketching					
Recorders					
Challenge Club (Year 5 only)					
Board Games					
Coding/Computing Club					
Boys Football (Yrs 3/4 only)					
Running Club					

Date returned _____

Signed _____ Parent/Carer

For office use only:

Form received by office: _____
(Date & Time)

Club(s) allocated: _____

Waiting List: _____

Parent advised: _____

Permission form received: _____

Payment received: _____
(Where appropriate)

Emergency Contact details: _____