



# Stamford Green Primary School



29 March 2018

Dear Parents/Carers,

**Extra Curricular - After School Clubs**  
**INTERNAL CLUB** – Run by school staff  
**EXTERNAL CLUB** - Run by non-school provider

Your child will be told about the clubs when they return to school in the summer term during an assembly on Monday 16 April 2018. Once the children have had the clubs explained to them they can begin the 'sign-up' process for internal clubs only. If you wish to book an external club you will need to contact them directly to book a place and check when the club starts and finishes. All internal clubs will start the week commencing Monday 23 April and will finish the week commencing Monday 2 July 2018. Please note KS1 Singing Club will not be taking place during the summer term.

### Sign Up Process:

**Step 1** – Child writes name up.

The children have 2 days (Monday and Tuesday) to write their name on the 'club interest' list outside the teachers' door (younger children will be assisted with this).

**Step 2** – Permission slips given.

After the 2 days all the children on the list will be given a permission slip to take home - these will be new and individual to each club (Tuesday pm).

**Step 3** - Permission slips returned.

The children will have 2 days (Wednesday and Thursday) to return the slips to the teacher designated on the slip. Slips **must not** be handed to the office, but given to the child to return to the teacher responsible for the club.

**Step 4** – Up to ten percent of places will be allocated by Mrs Druce, to children from families who need some extra support as part of our opportunities for all ethos. The remaining places will be allocated as per step 5.

**Step 5** - Lucky dip.

If the club is oversubscribed the teacher will put all the slips into a hat and draw a lucky dip, the remaining names will be drawn to create a waiting list for the club.

Please contact me if you have any queries regarding this system.

Kind regards,

Mrs Peters  
Phase 3 Leader/Extra - Curricular Clubs Leader  
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