



Stamford Green Primary School



15 December 2016

Dear Parents/Carers,

Extra – Curricular - After School Clubs

INTERNAL CLUB – Run by school staff

EXTERNAL CLUB - Run by non-school provider

Your child/children will be told about the clubs when they return to school in the spring term during an assembly on Tuesday 3 January 2017. Once the children have had the clubs explained to them they can begin the 'sign-up' process. All internal clubs will start the week commencing 9 January and will finish the week commencing 20 March 2017.

Step 1 – Child writes name up.

The children have 2 days (Tuesday and Wednesday) 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 (Wednesday pm).

Step 3 - Permission slips returned.

The children will have 2 days (Thursday and Friday) 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 - 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.

As well as a full programme of internal clubs, there are some exciting external clubs for the next academic year. For your convenience a list of all the clubs, both 'Internal' and 'External', for the whole year is on the website and has also been sent via email.

Please note the children will be able to sign up for the summer term internal clubs in April when the draft list will be finalised.

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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