



# New Haw Community School

## The Avenue, New Haw, Surrey, KT15 3RL

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11<sup>th</sup> March 2020

Dear Parents

### **Procedure for booking extra-curricular clubs – Summer 2020**

Attached are details of our exciting range of before school, lunchtime and after school extra-curricular clubs, for the Summer term. Please discuss with your child and decide which club(s) they wish to join. Clubs will be available to book via your Scopay account from **Friday 13<sup>th</sup> March at approximately 4.30pm.**

Club booking facilities will close at midday on **Monday 16<sup>th</sup> March.** Please ensure clubs are **paid in full immediately.** We are happy to accept Childcare vouchers, but request that anyone using this method of payment, make payment on Scopay via debit/credit card and we will refund upon receipt of your Childcare voucher. Please advise child's name and the name of your club within your childcare voucher reference.

Please ensure that you add parental consent at time of booking and complete the dialogue box, to advise us of any special instructions relating to your child walking home or cycling unaccompanied etc. **No child will be allowed to leave school premises unless collected by a parent, if we have not received formal notification of your wishes.**

We will then prepare club registers etc. to enable clubs to commence week **27<sup>th</sup> April and finish week ending 3<sup>rd</sup> July.** For your convenience, the timetable includes the dates clubs are **not** running, so you can record in your diary. **Please note that once booked, clubs are non-refundable.**

If your child is unable to attend a session, please ensure that the school office is notified in advance by email or telephone, so we know they are absent with parental consent and there is no cause for concern at point of registration.

Your child will be escorted to the **red pedestrian gate at 4.30pm** for collection by a parent, unless we have been notified to release them unaccompanied to walk/cycle etc. via the instructions within the Scopay dialogue box.

If you are unable to collect your child at 4.30pm, please telephone the school office who will be happy to arrange transfer to our OWLS after school club (a charge of £13 will apply).

Thank you for your cooperation and assistance in the smooth and safe operation of our clubs.

Yours sincerely

Extended Services