



New Haw Community School

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Artsmark
Gold Award
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Council England



11th March 2022

Dear Parents

Procedure for booking extra-curricular clubs – Summer 2022

We are pleased to launch details of our exciting range of before school, lunchtime and after school extra-curricular clubs for the new Summer term. Please take some time to review the enclosed timetable with your child(ren) and decide on which club(s) they would like to participate in.

Clubs will be launched at 12pm on Wednesday 16th March. Booking facilities will close at 9am on Thursday 17th March.

Once the clubs are booked and paid in full, the place is secure. You may add consent notes at the time of booking, to advise of any special instructions relating to the collection of your child, or if preferred, send a follow up email to office@new-haw.surrey.sch.uk advising of your child's collection details for each club booked. **Important, please note, that no child will be allowed to leave school premises unless collected by a parent, if we have not received formal notification of your wishes.**

If you wish to pay for your chosen clubs via childcare vouchers, please order them in advance and email the office at time of booking, advising of your child's name, club name, amount to be allocated from your childcare provider. Please call the office if you require further details.

Clubs will start week commencing Monday 25th April and will finish week ending Friday 24th June. For your convenience, the timetable includes any dates clubs are not running, so you may record in your diary. **Please note that once booked, clubs are always non-refundable.**

If your child is unable to attend a session during the course of the Summer term, please inform the school office in advance by email or telephone, so we are aware that absence is planned and there is no cause for concern.

Your child will need either a PE kit or other sports clothing for sports clubs. They will also require a refillable water bottle and an extra snack, to be eaten prior to the start of the club. **Please ensure the snack doesn't contain nuts.**

At the end of the session, your child will be escorted to **the red pedestrian gate for a 4.30pm collection**. Only if we have received advanced notification, will we release a child to walk/cycle unaccompanied etc. (see above for advising of your collection instructions).

If you are unable to collect your child at 4.30pm, please telephone the school office to arrange for your child to be transferred to our OWLS after school club. A charge of £13 will apply.

We look forward to welcoming your child(ren) at their chosen extra-curricular club(s) and thank our parents for helping us to operate our clubs in a safe and organised manner.

Yours sincerely

Extended Services