



New Haw Community School

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Artsmark
Gold Award
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Council England



11th September 2023

Dear Parents

Procedure for booking extra-curricular clubs – Autumn 2023

We are pleased to announce launch details for our exciting range of before school, lunchtime and after school extra-curricular clubs for the new Autumn term.

Please review the enclosed timetable with your child(ren) to decide in which club(s) they would like to participate. Since Bake Off clubs are popular and over subscribed, please do not book if your child participated during Summer term. This enables other children the opportunity to participate. **Repeat bookings will be cancelled & refunded.**

Clubs will be launched via Scopay on Tuesday 12th September from approximately 12pm and close on Wednesday 13th September at 9am.

Once clubs are booked and paid in full, the place is secure (Bake Off in accordance with terms mentioned above). Your child(ren) should be collected from the grey pedestrian gate at 4.30pm, if you wish to make different arrangements, please send a follow up email to denise.mercure@new-haw.surrey.sch.uk **Please note, that children will not be allowed to leave school premises unless collected by a parent, without formal instruction of your wishes.**

If you wish to make payment of clubs via Childcare vouchers or HMRC Tax free credit vouchers, contact the school office by telephone or email in advance, for instruction on how this may be managed.

Clubs will start week commencing Monday 18th September and will finish, week ending Friday 24th November. 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 Autumn 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 grey 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 £14 will apply.

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

Yours sincerely

Extended Services