

New Haw Community School

The Avenue, New Haw, Surrey, KT15 3RL

Tel: 01932 336571

email office@new-haw.surrey.sch.uk www.new-haw.surrey.sch.uk



13th March 2026

Dear Parents and Carers,

Procedure for Booking Extra-Curricular Clubs – Summer 2026

We are pleased to share the launch details for our range of before-school, lunchtime and after-school extra-curricular clubs for the Summer term. Please review the enclosed timetable with your child(ren) to choose the clubs they would like to join. Please note that all club bookings are **non-refundable**.

Club bookings will open on **Arbor on Monday 23rd March from approximately 12pm** and will close on **Thursday 26th March at 9am**. Places are confirmed once clubs are **booked and paid in full**. Any booking not fully paid by **9am on Thursday 26th March** will be automatically cancelled.

Arbor cannot accept Childcare or HMRC Tax-Free vouchers for extra-curricular clubs. If you wish to pay using vouchers, please first make the payment online in Arbor and then email denise.mercure@new-haw.surrey.sch.uk so that we can arrange a refund once your voucher payment has been received. Your email must include:

- your child's name and class
- the club(s) booked
- your childcare provider
- the payment amount
- the date your childcare voucher was processed

Clubs will run from **Monday 13th April to Friday 26th June**. Young Voices club dates reflect the rehearsal schedule required for their forthcoming Celebration Evening performance. The timetable clearly identifies any dates when specific clubs will not run—please record these in your diary.

If your child is unable to attend a session during the Summer term, please notify the school office by email or telephone so that we are aware and can avoid raising unnecessary concerns.

For sports clubs, children will need either their PE kit or appropriate sports clothing. For Baking clubs, they will need a small plastic tub. All children should bring a refillable water bottle and an extra **nut-free** snack to eat before the club begins.

At the end of each after-school session, children will be escorted to the grey pedestrian gate for **4:30pm collection**. Children may only walk or cycle home unaccompanied if we have received prior written permission.

If you are unable to collect your child at 4:30pm, please contact the school office so that we can arrange for your child to join the OWLS After School Club. A charge of **£14.50** will apply.

We look forward to welcoming your child(ren) to their chosen clubs and thank you for helping us ensure that our extra-curricular programme runs safely and smoothly.

Yours sincerely,

Extended Services Team

New Haw Community School