

9th July 2024

Dear Parents, Carers and Guardians,

Extra Curricular Clubs – Summer term
Clubs start week commencing Monday 16th September and will run until week commencing Monday 2nd December (10 weeks)

I am pleased to be able to give you details of the clubs for the Autumn term. Please be informed of:

- The attached timetable for Autumn term which will also be available on our website
- No clubs week commencing **Monday 28th October** due to half term and week commencing **Monday 11th November**
- Enrolment form for internal clubs (Google form)

Firstly, please can we remind parents and carers that registers are taken at the beginning of each club. You **must** inform the School Office (**not the class teacher or via Seesaw**) should your child not be attending a club session. You can do this by calling the office on 020 8892 1242 or emailing us at info@chasebridge.richmond.sch.uk. **It is important for the school to be aware of any absences and for you to also notify the external club provider directly.**

Regarding pick up from clubs - for all clubs (internal and external) children will only be dismissed to the people who are listed as 'authorised to collect' on our Arbor system. Please ensure your Arbor account is accurate and is consistent with any collecting adults you list as part of the registration process for external clubs. **Please also pick up at the designated end time of the club.**

Year 5 and 6 children who are authorised to walk home unaccompanied can also do so for after school clubs unless the school is instructed otherwise by the parent. This is **not applicable for children attending Lions.**

We will also need to know if your Year 5 and 6 child intends to walk to school unaccompanied to attend a before school club. We will ask for this information at the time of confirming the child's club space.

Sports Clubs - For sports clubs the children can wear their **PE kit (no football kits)** to school, even if it is not their normal PE day. KS1 class teacher or another member of staff will take the children to the coach at the end of the school day; KS2 children will be sent to the club independently. Your child will be handed back to you directly from the field or they will walk round from the playground to meet you at the front of the school.

Please also note, in the event of bad weather, sports clubs will be class based. If a session has to be cancelled, we will send either an email or mobile message to club parents.

How you can apply for a club space

For external clubs (Harlequins Rugby, Richmond Knights Basketball, Boo Theatre Drama, Drawing Matters, Pins & Needles Sewing, Boundless Dance, Rugby Robots, French, Karate and Magic Club), you will need to apply directly as indicated on the timetable. For all other clubs administered by the school, please right click [HERE](#) for the enrolment form.

Criteria for allocation of places for internal clubs - Allowing the maximum number of children access to at least one club of their choice. There will be **no first come, first served preference**. The completed Google Form must reach the school office by the **cut off date of noon on 30th August 2024**.

Please remember to **prioritise the clubs (1,2,3)** your child would like to attend to maximise the chances of getting a place in that club. We endeavour to try and allocate a space in one of your child's prioritised clubs. **Where possible, their first choice will be accommodated, however this may not always be possible in the event of a heavily oversubscribed club.**

Places in each club are limited. We strongly recommend that you register your interest using the enrolment form by the set deadline, or book directly with external club providers as soon as possible as many of our clubs are often oversubscribed. External clubs tend to operate on a first come, first served basis. We would also recommend reading an external club's terms and conditions before registering/accepting a space.

Should a club session be cancelled, we will work with the club provider to organise a catch up session where possible.

Confirmation of a club place

For external clubs - confirmation and payment is administered directly by the club provider. For clubs administered by the school, we will notify you by email by **Friday 13th September to check the Club section within your Arbor account**. If your child has been allocated a club space, it will be featured in this section.

Internal club payments will be available on your Arbor Payment account once you receive confirmation of your child's club place. We would ask for an immediate payment to secure this place, but no later than Friday 20th September. If payment is not made by the deadline, we will reserve the right to withdraw your child's place and it will be offered to the next pupil on the club waitlist.

We cannot offer refunds for internal clubs if you change your mind. Once you have paid for the club, this is **non refundable**. Refunds will only be considered in exceptional circumstances.

It is the school's focus to continue to make our clubs accessible to all pupils. If you require financial assistance for clubs, please contact the School Office where we can discuss ways we can help you and your child.

Kind regards,
Mrs Kan