

Cost

The cost of each club now varies depending on the club. These can be found on the club timetable.

Payment

Unfortunately over the last few terms there have been issues with children being signed up and given place for clubs and then not actually taking them up. This has meant that many children, who were prepared to attend and pay, missed out. Some children would also sign up and only attend half a term, meaning they did not receive the full 10-week course and missed out on valuable skills. To avoid this we are now asking parents to make a commitment to their child's place by paying for the full term (10 weeks) before their child's place is guaranteed. Once you have been given a provisional place slip you will need to take that slip on the dates specified below to pay and secure your child's place. A provisional slip does not mean your child has a place. If you cannot attend that day please make the necessary arrangements to ensure payment.

You will not be able to pay in the School Office or at any other time.

All monies paid are NON- REFUNDABLE, however clubs will now only run if a minimum of 12 children sign up. If the club you have signed up does not run due to this, any money you have paid will be fully refunded.

Any spaces left unpaid will be offered to other children on a first come first serve basis.

Clubs and Childcare

Although the school understands that many parents have other commitments and use clubs for childcare we cannot guarantee spaces for this reason. The purpose of After School Clubs is an opportunity for children to gain an extra set of skills that may not be available to them in the curriculum during school times. We try our best to accommodate working parents but it is important to note that if your child is not allocated a club for the days you need, you will need to make other arrangements.

Please also bear in mind that Melcombe Primary School also offers an after-school provision until 6.30pm. You can find out more information by contacting info@fort4fun.co.uk, 07949 124 904 or visiting www.fort4fun.co.uk

Choices and Order of Preference

Many parents also asked why some children are allocated more clubs than their own. I would like to explain that this is down to the choices you make and the order of preference. We try our best to allocate all children their first or second choice of club. These are usually the most popular or active clubs. If all of your choices are the popular or active clubs, then it is likely that they will have been filled up by other children's first choices and therefore your child will get less clubs than you have asked for. If you are in doubt about this please do not hesitate to contact me.

Times and Dismissal

All clubs begin at 3.15pm and end at 4.15pm.

Children are taken to their clubs by staff.

Children are dismissed in the South Playground NOT inside the building.

Lateness

Children who are not picked up by 4.15 will remain with their club leader until 4.30 latest. There are NO staff available after this time to look after your child. If you are late to pick up your child more than once in any of their clubs, your child will lose their places for that term and in the future. Any children who were picked up late more than once in the Summer Term will not be given a place this term.

Behaviour

Children are expected to respect school rules at all times during clubs. If any child fails to do so they will automatically lose their places in ALL clubs. Any children who did not follow the rules during the Summer Term will not be given a place during this term.

Health and Safety

The gates will open at 4.15 to allow you to pick up your children. Children will be waiting with their club leaders. You must let the club leader know you are taking your child or inform them beforehand should anyone else be collecting them. Only staff are allowed in the building after 4.15, there are NO exceptions. Children will be given the opportunity to go to the bathroom before they are dismissed.

Clothing

If your child is given a place in a sports club, they must bring in suitable clothing and footwear.

Further Information

You can also find me most days in the playground before and after school or email me at s.linares@melcombeprimary.com

The red postbox outside the office can also be used for any correspondence.

I ask politely that you DO NOT enter the office in the morning with club related issues as it is very busy and you will not be attended.

Please do not hesitate to contact me and I will help in the very best way I can.

Kind Regards,

Stella Linares
Extended Services Coordinator