

Wix Primary, Wix's Lane, Clapham Common North Side, London SW4 OAJ

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Executive Headteacher: John Grove Acting Headteacher: Rebecca Osuntokun

Wix Clubs Autumn Term Newsletter

9th September 2016

Dear Parents and Carers,

We are delighted to announce our Clubs Programme for the Autumn Term 2016. We value the enrichment provided for the children by engaging in our extra-curricular opportunities both at lunch times and after school.

Many of the clubs are run by Wix staff and are free. Other clubs are run by external providers who bring specialist skills and expertise, and these clubs incur a cost. Please see details below for the costs of each of these clubs.

Attached to this letter you will find:

- Club rules
- List of clubs run each day
- Application form

Please read all of the attached information and complete and hand in the application form to Reception by **Tuesday 13th September**. Your application will be stamped with the date and the time it was handed in. The applications will be dealt with on a "first come first serve basis". Please do not leave the application form on the office desk or with another staff member as this will delay the processing of your application.

You will be notified of which club/s your child has been allocated and notified if they are on the waiting list, by the end of school on Friday 16th September. The notification will include details of how to pay for those clubs where there is a charge. Fees for these clubs must be paid in advance. The Clubs Programme will begin on **Monday 19th September until Friday 16th December** (unless otherwise stated) and there will be **NO CLUBS** during the last week of term.

If you are interested in wrap-around care, we have 'Kids City' on-site, which provides daily childcare from the end of school until 6.00pm. Please see the following link for more details: www.kidscity.org.uk or call: 0208 678 5968. We also run our Breakfast Club on-site from 7.30am until the start of school. Please see the office for more information.

By applying for your child to join a club, you are confirming that you agree to the rules overleaf. It is our intention that all children are given a chance to try as many activities as possible. However the rules must be followed for the efficient running of the school and we request that you abide by them at all times.

Kerry Dunford, Acting Assistant Head.

Wix Club Rules, 2016-17

1. All sessions must be paid for in advance, where there is a fee.
2. All members of a club must have completed an application form at the start of the term before the session starts. Please ensure you enter on the application form, up to date emergency contact details, plus any medical notes on your child.
3. Children must be collected promptly. Many providers and teachers have other lessons/meetings to attend to after the club and there is no provision for childcare, once the club session is over. Please note children are not allowed to be on the school premises unattended after the club finishes. If your child remains at school after the end of the club, and the school staff have explored every possible contact on file to get your child collected, the next option will be to contact the Head Teacher and in some circumstances, Children's Services. Children who are collected late more than once in a given term will be asked to leave the club. No refund will be given in these circumstances.
4. Children are assigned to clubs on a 'first come first serve' basis. If a club is oversubscribed, your child will be put on a waiting list and you will be notified once a place becomes available.
5. Disruptive, bullying or unsociable behaviour will not be tolerated. Children who are persistently disruptive and make no attempt to change their behaviour will be asked to leave the club. No refund will be given in these circumstances.
6. If your child fails to attend a club for whatever reason, no refund will be issued for that session or for any subsequent sessions they fail to attend. If a child does not attend two sessions, their place may be offered to someone else on the list. Unfortunately, if a school trip or activity clashes with a club session, no refunds can be given.
7. Every effort has been made to ensure your child has an enjoyable experience with a qualified provider during school clubs. If you have any concerns/queries regarding your child and their club, please contact the club leader in the first instance. Please do not interrupt the clubs when in session. If the club leader fails to address those concerns or remains unsatisfied, please raise this in writing with Mrs. Dunford, the Acting Assistant Head. If the matter remains unresolved, she will raise the matter with the Headteacher, Mrs. Osuntokun.
8. Children must be collected from the front playground at 4.30pm sharp.



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