



12th December 2023

Dear Parents

School Clubs – Spring Term 2024

We are pleased to be able to offer extra-curricular clubs again for the Spring Term 2024.

All our extra-curricular clubs will commence next week – week commencing 8th January 2024.

Places for Extra-Curricular clubs are available on a first come, first served basis. If a club is full, please contact the school office to be placed on the waiting list for any of the internally run clubs. Please contact the club provider direct for all externally run clubs.

Internally Run Clubs

KS1 Cookery, Netball, Cross Country Running, Microbit with Coding and Choir

To book a place at an internally run club, please go to:

[Plaistow and Kirdford Primary School Parent Booking System](#)

More detailed instructions are available on the following page.

We use Parents Evening System for booking extra-curricular Clubs and Parent Consultations.

If you do not have access to the internet or have any problems using the online system, please contact the School Office – office@plaistowkirdford.com - who will be able to help you.

Places will be allocated on a “first come, first served” basis – the booking system will be open for bookings on **Wednesday 13th December at 6.30pm.**

Externally Run Clubs

KS1 and KS2 Art Club, Drama Club and KS1 and KS2 Football Clubs

Our externally run clubs can be booked direct with the club provider using the contact information provided on the club timetable.

All extra-curricular school clubs will run up to and including w/c 18th March 2024.

All extra-curricular clubs finish on Friday 22nd March 2024.

Please note that Badgers After School Club and Breakfast Club will run up to and including Tuesday, 26th March.

Badgers After School Club and Breakfast Club will not be available on Wednesday 27th or Thursday 28th March 2024.



Once your child/children have been enrolled for a club, you must notify the office if your child is unable to attend for any reason. If your child misses three sessions in a row (exceptional circumstances excluded) their place may be given to the next child on the waiting list.

Please refer to the club timetable attached for details – including timings, start and finish dates.

Collection from After School Clubs

Please collect your child from the school gate using the one way system. The club leader will bring the children to the playground and dismiss them to their parents. Badgers After School Club will be available for children to attend once they have finished taking part in their extra-curricular club.

Badgers After School Club and Breakfast Club

We use School Gateway for booking Badgers After School Club, Breakfast Club and School Trips.

If you would like your child to attend Breakfast Club, Badgers After School Club either after attending an extra-curricular club or for any other reason please use School Gateway.

Available sessions and fees:

Session 1	3.30pm - 4.30pm	£ 6.50
Session 2	3.30pm - 5.30pm	£11.00 (includes a tea-time snack)
Session 3	3.30pm - 6.00pm	£13.00 (includes a tea-time snack)
Session 4	4.30pm - 5.30pm	£ 8.00 (includes a tea-time snack)
Session 5	4.30pm - 6.00pm	£ 9.00 (includes a tea-time snack)

Badgers After School Club and Breakfast Club Booking

If your child has not yet attended any of our wraparound care clubs, please complete a registration form to enable these bookings.

[Wraparound Care Registration Form](#)

If you would like your child to attend Badgers After School Club or Breakfast Club please use School Gateway to make your booking, more detailed instructions are available on the following page.

<https://schoolgateway.co.uk/>.

Please contact the school office if you have any questions.

Thank you.

Plaistow and Kirdford School Office





HOW TO USE THE PARENT BOOKING SYSTEM

We use the Parents Booking System for extra-curricular clubs and Parent Consultations

1. Please go to: [Plaistow and Kirdford Primary School Parent Booking System](#)
2. Enter your Title from the drop down box
3. Enter your First Name – in full (Capital letter for the Initial letter only)
4. Enter your Last Name (Capital letter for the Initial letter only)
5. Enter your Email Address (this is the email address you use for the school to contact you)
6. Re-enter your Email Address
7. Enter your Childs First Name – in full (Capital letter for the Initial letter only)
8. Enter your Childs Last Name (Capital letter for the Initial letter only)
9. Enter your Childs Date of Birth (dd/mm/yyyy)
10. Press 'Login and Continue'
11. The next screen should allow you to continue to book your requested clubs.

The booking system will be open for bookings on:

Wednesday 13th December 2023 at 6.30pm

The booking system allows you to know at the time of booking that your child has a place in the club. If you are unable to book a place, this means the club is full and you will be able to add your child's name to the waiting list or please email the school office who will be able to do this for you. If a space becomes available, you will be notified by the school office.





HOW TO USE SCHOOL GATEWAY

We use School Gateway for booking Breakfast Club, Badgers After School Club and for paying and consenting for School Trips

We are very excited to be introducing School Gateway to Plaistow and Kirdford Primary School – a parent engagement app that will allow you to book and pay for all your Wrap Around Care provision and school trips

In order to be able to book places at our Wraparound Clubs or to consent or pay for your child to attend school trips, please make sure you download the app for free.

Please search *School Gateway* in your App store and download.

Apple iPhone users, download the app here: schoolgateway.co.uk/iosdownload

Android phone users, download the app here: schoolgateway.co.uk/androiddownload

When you download the app, you will be asked to sign up. Please use the email address that Plaistow and Kirdford Primary School already uses to communicate with you. You will then be asked for your mobile number and be sent a pin code to activate your gateway account. You should then be ready to start using the School Gateway.

If you would like your child to attend either Breakfast Club or Badgers After School Club, please complete a Registration Form by clicking on the link below:

[Wraparound Care Registration Form](#)

Once this form has been completed the Wraparound Care bookings will be activated and you will be able to make bookings.

For School Trips, letters will be sent to parents with full details of the trip. The consent and payment information will be available on School Gateway.

If you have any questions or would like some more information, please see the School Gateway site here: <https://schoolgateway.co.uk/>.

You can also login to the online version of School Gateway via the website above if you do not have a smart phone, although we do recommend using the app if possible.

If you do not have access to the internet or have any problems using the online system, please contact the School Office – office@plaistowkirdford.com - who will be able to help you.

