

West Sussex County Council

Plaistow and Kirdford Primary School

Plaistow
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Headteacher: Mr Charlie King

March 2018

Dear Parents

Provision of School Clubs

Our Summer Term clubs will start week beginning **Monday 23rd April 2018**, except Gymnastics which will start on **Monday 30th April 2018**. All clubs will finish on or by **13th July 2018**, except Gymnastics which will finish on **16th July 2018**. Thank you to all those who currently help run school clubs.

Registration

As usual, all **internally run clubs** should be booked using the online Parent Booking System. Please go to: plaistowandkirdfordschool.parentseveningsystem.co.uk to book your club. More details instructions are available on the following page.

For **externally run clubs** (Gymnastics, Yoga and Football) please **only** contact the club provider as per the club list.

For internal clubs, places will be allocated on a "first come, first served" basis – the booking system will be open for bookings on **Wednesday 28th March at 8pm** and will close at **9am on Tuesday 17th April 2018**.

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 contact 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.

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

Please note that once signed up 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.

We hope you will continue to enjoy the wide and varied programme of activities on offer.

Thank you.

Plaistow and Kirdford School Office



HOW TO BOOK SCHOOL CLUBS USING THE PARENT BOOKING SYSTEM

1. Please go to: Plaistowandkirdfordschool.parentseveningsystem.co.uk/
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.

EXTERNAL CLUBS

The following clubs are run by external providers. To receive forms and register for these clubs please only contact the supervisors at the addresses given on the clubs timetable.

GYMNASTICS

YOGA

FOOTBALL

Registers will now be supplied to the school by the providers at the start of term and any children not registered through them will be unable to participate.

- **All correspondence and payment must be made with the external club provider, NOT the school office.**
- **All communication relating to these clubs will be from the external provider, NOT the school office.**

MUSIC LESSONS

KEYBOARD, VIOLIN, WOODWIND AND GUITAR LESSONS: West Sussex music services run music lessons during school time. Forms and information can be found at:

www.westsussexmusic.co.uk