

20th June 2016

Dear Parent/Carer,

Re: After School Club

In order to ensure a smooth beginning to the start of the new term in September 2016, we are asking for your preferences for the After School Club now so that we can make sure that all the necessary planning and staffing is in place. Please read the following information carefully and return the attached form by Monday 27th June.

Please be aware that your child will only be able to access After School Club in September 2016 if we receive a new After School Club agreement signed by you. All existing After School Club agreements will be null and void after July 2016.

The After School Club will commence for current pupils on **Monday 12th September 2016**.

Pupils joining Hollinwood Academy in September will be able to start After School Club on **Monday 19th September 2016**. This is to ensure that we have time to get to know our new pupils before they stay to After School Club.

The collection time from After School Club is **before 4.45pm**. Please find further details in the attached agreement and ensure that your child is picked up on time.

There will be a charge of £1.00 per night including any cancelled nights. Payment can be made securely online through the school website <http://shop.newbridgegroup.org/> or sent into school. Please make sure that cash or cheques (made payable to 'New Bridge MAT') are in an envelope clearly labelled with your child's name and the After School Club date(s) the payment is for.

In order to ensure continuity of care it is essential that you inform school of any changes to your child's After School Club arrangements. **We cannot take messages from the bus escort or your child, we need to hear from you directly.** If we do not hear from you in person we will assume that everything is as previously agreed. It is your responsibility to inform transport if there are any changes to your child's travel arrangements.

Multi Sports - Monday

This activity is held in the sports hall at Hollinwood Academy and unlike other After School Club activities runs until 5.30pm. Pupils will need a snack and a drink and they can change into sportswear if they prefer.

Karate - Monday and Thursday

Mr Fieldhouse runs a karate group until 5pm every Monday and Thursday in the sports hall at New Bridge School. Karate is run separately to the After School Club and you will need to contact Stuart Fieldhouse via email to sfieldhouse@newbridgegroup.org or on 0161 883 2401 for more information if your child is interested in joining his group.

Please read and complete the attached After School Club agreement identifying a first and second choice of activity for each night your child would like to stay. Please choose activities with your child to ensure they are happy with the choices – if you would like a member of staff to help them choose, please let us know. As you will appreciate, the viability of an activity depends on demand and although we endeavour to accommodate everyone's first choice this may not always be possible.

Forms should be returned by Monday 27th June and payment will be due at the start of term on Tuesday 6th September.

If you have any worries or concerns regarding the After School Club at any time, please do not hesitate to contact me.

Yours sincerely,

Karen Bingley
Extended Schools Director

Hollinwood Academy After School Club Parental Agreement

- After School Club runs from Monday to Thursday from 3.15pm for primary and from 3.40pm for secondary. **Pick up is before 4.45pm.**
- There is a nominal fee of £1.00 per night. Fees can be paid in advance either on a weekly basis each Monday morning or every term on the first day back.
- Any pupil not collected by 5.00pm will be issued with a penalty notice detailing the finishing times and parents will be advised to make arrangements for their child to be collected on time.
- 3 late pick ups will result in your child missing the following week's After School Club and charges will still apply.
- If you consistently pick your child up late the offer of their After School Club place will be withdrawn.
- Activity choices are dependent on the viability of groups and we reserve the right to change groupings when necessary, although we will endeavour to offer pupils either their first or second choice of activity.
- It is your responsibility to contact Hollinwood Academy if your child will not be attending After School Club. This should be done as early as possible on the day by ringing the school office on 0161 883 2404.
- **We cannot accept communication via your child or the bus escort. If we do not have information directly from you we will stick to the arrangements in your original agreement.**
- If you cancel your child's place on the day the fee is still payable.
- If After School Club is cancelled by Hollinwood Academy there will be no charge.
- It is your responsibility to contact transport if your child will not be staying to After School Club.
- If your child is being collected by someone else you must ensure that we are informed as soon as possible by yourself, not your child or the bus escort. The person picking your child up needs to use the secure password system we have in operation.
- Behaviour rules still apply in the same way as in school. Therefore if a pupil's behaviour is unacceptable you may be asked to collect them before the usual finishing time.
- On occasion it may be necessary to prevent a child staying to After School Club as a consequence of inappropriate behaviour during the school day. In such a situation pupils may still go home on transport or it will be the parent's responsibility to collect their child from school at the end of the school day – 3.15pm for primary and 3.40pm for secondary. Charges will still apply.
- We would appreciate a commitment from you so that we can staff our After School Club effectively; we will assume that your child will be attending on the days requested until you inform us otherwise.
- If you wish to cancel your child's place and no longer wish them to attend the After School Club we require 2 weeks' notice in writing.

Hollinwood Academy After School Club Parental Agreement

Name of child: _____

I agree to follow the After School Club guidelines and I would like my child to access the After School Club on the following nights:

Monday	Tuesday	Wednesday	Thursday

I have indicated my child's first and second choice of activity below:

Monday					
ICT		Soft Play		Multi Sports	
1 st choice	2 nd choice	1 st choice	2 nd choice	1 st choice	2 nd choice

Tuesday							
Xbox		Pampering		Boys' Football		Karaoke	
1 st choice	2 nd choice	1 st choice	2 nd choice	1 st choice	2 nd choice	1 st choice	2 nd choice

Wednesday							
ICT		Soft Play		Fanta Colour Beads		Dance	
1 st choice	2 nd choice	1 st choice	2 nd choice	1 st choice	2 nd choice	1 st choice	2 nd choice

Thursday					
ICT		Swimming		Pampering	
1 st choice	2 nd choice	<i>places are limited and will be allocated on a first come, first served basis</i>		1 st choice	2 nd choice
1 st choice	2 nd choice	1 st choice	2 nd choice	1 st choice	2 nd choice

I understand there is a £1.00 fee per night and I would like to pay on a weekly/termly* basis.

Signed: (Parent/Carer) _____ Date: _____

**please delete as necessary*