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**Exemplary education for all, through God's amazing grace**  
**Learning, Integrity, Dignity, Love, Confidence.**  
**Learning together, as we journey with God in Love, we act with Integrity, treat others with Dignity and grow in Confidence.**

# Clubs Information Booklet

January 2026



Sustainable Travel  
Accredited and Recognised  
Sustainable level 2010



PROUD TO BE A  
MUSIC MARK  
SCHOOL



## **Breakfast Club**

Breakfast Club is run and managed as part of the school and is registered with Ofsted under the same registration number, 102991. There are a maximum number of 32 spaces available each day. Sessions can be booked via Parentpay on an ad hoc basis, subject to availability, by 7am on the day.

Hours: Daily 7.30am to 8.40am

Fees:

|              |                   |
|--------------|-------------------|
| Before 8am   | £5.00 per session |
| After 8am    | £4.75 per session |
| After 8:20am | £1.50 per session |

The Club provides a healthy choice of fresh fruit, cereals and toast until 8.15am. Milk and fruit juice is provided and water is always available.

## **PASS after school club - Play And Socialise – with a Sandwich!**

PASS after school club is run and managed as part of the school and is registered with Ofsted under the same registration number, 102991. There is a maximum ratio of 32 spaces available each day. Sessions can be booked on an ad hoc basis, subject to availability, by **2.45pm** on the day. This enables staff to set up and prepare for the children about to arrive. We will ask the children to identify what kind of sandwich they prefer, so this too can be prepared in advance.

Hours: Daily 3.10pm to 6pm

Fees:

|                   |   |
|-------------------|---|
| Early session     | £11.25 per session (collection between 3.10pm and 4.30pm) |
| Post club session | £10 per session (collection between 4.10pm and 6pm)       |
| Full session      | £16 per session (collection between 3.10pm and 6pm)       |

## **Enrichment club information**

We have a selection of clubs which are held after school each day. Some clubs are run by outside companies, some by school staff and some by parents or the local community e.g. Indian Dance. The clubs usually run for up to 10 weeks, depending on the length of each term and any special events where the school space may be needed. Each club runs from 3.10pm to 4.10pm. Club numbers are limited depending on the type of club and the number of staff running it. Club providers reserve the right to cancel a club if there is not enough interest to make it viable.

## **Autumn Term**

Details of clubs available for the Autumn term will be sent out via letter and email in the first week of the autumn term, when we have admitted new children and they have Parentpay accounts, to give fair access. This letter will provide an outline of the content of the club, who runs it, when it takes place, how many weeks it will run as well as the cost and booking procedures.

## **Spring and Summer Terms**

Details of clubs available for the Spring and Summer terms will be sent out via letter and email before the end of the previous term. This letter will provide an outline of the content of the club, who runs it, start date, when it takes place, how many weeks it will run and the cost and booking procedures.

### **Current clubs**

|           |   |
|-----------|---|
| Monday    | Year 3 and 4 Boys' Football<br>Year 5 Author club<br>Year 3 to 6 Gymnastics<br>Year 6 Netball<br>Year 3 to 6 Science Club |
| Tuesday   | Year 3 to 6 Karate<br>Year 3 to 6 Tag Rugby<br>Year 3 to 6 Art  |
| Wednesday | Year 5 and 6 Boys' Football Club  |
| Thursday  | Year 5 and 6 Boys' Football Team<br>Year 3 to 6 Streetdance   |
| Friday    | Year 3 to 6 Yoga club<br>Year 3 to 6 Chess<br>Year 3 to 6 Dodgeball   |

## **Football and Netball trials**

The school's Year 5 and 6 Boys' Football Team is determined by the holding of free trials. These will take place in the first week of term. The team is chosen by Community Advantages, the company who run the club and school staff. If your child is selected for the team they will train on a Thursday, if they are not chosen, they will be able to attend the club and train on a Wednesday. Details of the trials will be provided in the first week of the Autumn term for Autumn term clubs. Details for January trials, if applicable, will be provided at the end of the Autumn term. Further details will then be provided. Once the trials are completed everyone is informed and parents/carers will then be able to book and pay for the relevant club via Parentpay. The school team will play against other schools.

In order to maintain a competitive team your child may also be successful in the second trial and be asked to sign up for the following term. Please bear the cost of this in mind before signing up for the trials.

Netball club hold trials for a team only in September and play against other schools. Details of the trials will be provided to you and will be held in the first week of term.

## **Cost**

Clubs range from £5 per week to £15 per week. If your child is eligible for Pupil Premium they are entitled to one term of free club per school year. If you would like to find out if your child is eligible for Pupil Premium please contact the school office or access further information here <https://www.gov.uk/apply-free-school-meals>. If your child is entitled to a free club then please contact the office by the date specified in the termly club letter and a place will be booked for you.

## **Booking procedure**

All clubs are booked and paid for via Parentpay or via the providers website. If using Parentpay it is vitally important that ALL sessions for the term are booked at the same time a payment is made. Without this your child does not have a place in the club and the space may be taken by someone else. Please take care with this when paying as there has been disappointment if people have paid and not booked.

Each club will be available to book via Parentpay or via the external provider's website from 8pm on the last Monday of term. For the Autumn term this will be the first Monday of term. (Details of the club may show on Parentpay and it may be possible to pay before this time but sessions will not be available to book meaning your child will not have place). Bookings are on a first come first served basis.

The procedure for booking a club correctly is as follows:

1. Login to ParentPay
2. Click on the name of the child you wish to book for
3. Locate the menu (3 lines at the top) and select it
4. Select clubs
5. Select view club
6. Choose the dates of the sessions you want to book
7. Make the booking choice if applicable
8. Confirm your booking.
9. If you need to pay for any sessions, you will be directed to make a payment

It is important to book all available sessions for the club and pay the full amount. If this is not done your child will not have a guaranteed place and space may be taken by another child. If there are no sessions available to book this means that the club is full. In this instance please do not make a payment as your child will not have a place in the club.

## **Refunds**

Refunds are at the discretion of the club providers. If this is an external provider please contact them directly. If the club is run by the school please speak to the office.

## **Running a club**

If you would like to run a club please be aware of the following:

- Clubs typically run for approximately ten weeks each term and take place after school for one hour.
- Clubs operate under our lettings policy, using our current lettings fees. You would decide how many children to accept into your club and what to charge per pupil per session. The average charge is between £5 - £8.50 per child, per session.
- Lettings fees are as follows:
  - £35 per hour if the club is run in the hall or outside
  - £20 per hour if run in a classroom or similar sized room
- Bookings can be managed by the school and are made via Parentpay who currently charge a fee of 1.36% for each booking
- An invoice should be sent to the school for club payments, less the lettings fee and ParentPay charges
- Alternatively external providers may manage their own bookings and we will invoice for the lettings fee
- All persons running a club will need an Enhanced DBS Certificate. (This can be obtained through the school by providing the required identification for us to process the application).
- A short induction will be provided to ensure understanding of safeguarding procedures.

## **Cancellation of clubs**

Where possible clubs run in all weathers. If it is an outdoor club children should be prepared to get wet and/or muddy!

In the event that a school run club is cancelled, we will make every effort to reschedule it during the final week of term. If this is not possible, a refund will be issued. External providers will communicate their own arrangements for refunds directly.