



Mr Mark Elms M.A. **Headteacher**  
Miss Lorraine Stewart B.Ed (Hons) **Deputy Headteacher**  
Ms Rachel Bower B.S.C. (Hons) PGCE **Assistant Headteacher**  
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## SPRING TERM 2009 - ACTIVITY CLUBS

The After School Activity Clubs will commence on **Monday 19<sup>TH</sup> January** and will run until **Thursday 2<sup>nd</sup> April** (10 weeks).  
**PLEASE MAKE SURE YOU READ THE FOLLOWING CAREFULLY BEFORE YOU COMPLETE THE REGISTRATION FORM.**

Signing up for clubs will take place in the bottom hall on:

Monday 12<sup>th</sup> January

8.30 - 9.15am & 3.15 - 3.45pm

Tuesday 13<sup>th</sup> January

8.30 - 9.15am & 3.15 - 3.45pm

If you are unable to sign up for clubs at the specified times the forms (with the correct money) can be handed in to the office after this date in an envelope which is clearly marked with your child's full name and class teacher. Please tick clearly next to the club your child wants to attend and ensure you have completed the booking form. We will not book clubs if the form is incomplete or the money is incorrect - it will be returned to you.

- 1) The attached registration form must be completed in **FULL** before you queue. Please ensure that we have correct contact details for all people responsible for collecting your child from a club.
- 2) You must put the correct amount of money in an envelope (please note change will **NOT** be given). The envelope must have your child's full name, class name, year group and amount enclosed on the front of the envelope. Clubs must be paid for in **FULL** at the time of booking. Cheques can be made payable to Tidemill Primary School.
- 3) Spaces will be allocated on a first come, first served basis. Please be aware that some clubs may be cancelled if there are not enough children signed up. Due to health & safety reasons some clubs have a limit on places .
- 4) Timetables will be put on the notice board just outside the main school office. You will be able to check on Friday 16<sup>th</sup> January whether your child has been allocated the clubs of your choice.
- 5) Children in KS1 will be collected from their classroom by a teaching assistant and taken to their club. Children in KS2 are expected to be more responsible and go to the classroom themselves. **Please ensure that you have told your child which clubs they are doing and on which day.**

**FORMS MUST NOT BE HANDED IN TO THE CLASS TEACHER.**

The clubs will start at 3.45pm and finish promptly at 4.45pm. You must arrive in the reception area no earlier than 4.30pm ready to collect your child. You will then be able to collect your child from the club classroom at 4.45pm, this will enable you to see the great work that the children are doing. Please do not congregate outside the main school office. Whilst we try at all times to be friendly and accommodating, the security of the children at the end of day is of utmost importance. It makes it extremely difficult to supervise children collected late if we have parents outside the main school office. Please support us in ensuring all children are safe in the building.

Parents and carers who repeatedly arrive late may have their child/children withdrawn from clubs for the whole term. If you think you may have difficulty in collecting your child please enrol them with the Early Years ASC, across in the Annex building which runs until 6pm.

Could we also ask parents and carers to ensure their child is committed to the clubs they are signed up for. It is unfair on other pupils and the member of staff if a particular child does not really want to attend a club and they constantly mess around spoiling it for others.

As always we expect a high standard of behaviour from all children that attend the activity clubs. Some children continue to test the boundaries and feel that it is ok to challenge after school club tutors, especially those who only work here on a part time basis. We expect them to respect each other, the tutor and school environment. Any children disregarding these simple rules will lose their place from all clubs and will be unable to attend until further notice. Please ensure that your child is made fully aware of our expectations and the consequences should they misbehave.

Courtney Lawrence ASC Co-Ordinator

Macintosh HD:Users:Hannel:Library:Mail Downloads:registration letter.doc

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[www.tidemill.net](http://www.tidemill.net)

**AFTER SCHOOL ACTIVITY CLUB REGISTRATION**  
**THIS FORM MUST BE COMPLETED IN FULL BEFORE REGISTRATION TAKES PLACE**

**Child's Details:**

Child's Full Name	
Year Group	
Class Name/Teacher	

Full Address inc Postcode:
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**BOOKING REQUEST**

	Name of Club	Day	Amount
1			
2			
3			
4			
5			
		TOTAL	

**EMERGENCY CONTACT INFORMATION & PERMISSIONS.**

Please give the name and telephone number of 2 people who will be responsible for collecting your child from after school clubs. One should be the main carer.

Name:	Contact No's
Name:	Contact No's

**Please confirm whether your child suffers from a medical condition:**

Epilepsy                                      yes / no                                      Asthma yes / no  
 Diabetes                                        yes / no                                        Migraines                                      yes / no  
 Cardiac or respiratory ailments      yes / no

If you have answered yes to any of the above please give brief details and any medication. If your child has asthma please ensure they have their inhaler with them clearly labelled.

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I give permission for a qualified member of staff to administer first aid, if required

**COLLECTION INFORMATION**

My child will be collected at 4.45pm. I understand my child will be withdrawn from clubs if they are collected late.  
 My child is registered with the Lewisham Early Years After School Club and should be taken there when the activity clubs finish. Please mark the days your child goes to Early Years After School Club.

Monday	Tuesday	Wednesday	Thursday	Friday

Parent/Carer signature: .....

**From time to time we may take your child out during their after school club to local amenities. Please give your authorisation for this.**

I authorise the after school club tutor to take my child on local visits during the club.

Signed.....Date.....