

Monday 3rd February 2020

Dear Parent / Carer,

I now have pleasure in sharing with you the timetable of school sports clubs due to take place at various times next half term (overleaf). If you would like your child to enrol on the clubs run directly by the school please visit the *Berrywood PE* website and fill in the form online. Alternatively if you do not have access to a computer or internet enabled device please complete the attached paper version of the form, one per child, and deliver direct to the school office. Please do not complete a paper copy reply slip if you have completed the online form. Details about how to enrol on clubs run by external companies are provided in the timetable. **The link to the Berrywood PE website for sign-up to our clubs is www.tinyurl.com/peberrywood-clubs**

With the exception of Running Club, all clubs organised directly by the school and regardless of the leading coach will require a £1 per session contribution. All contributions collected will be used to maintain and expand PE provision at the school. Please be aware that payments for other clubs, run by external companies, will be variable and dependent on the charges they apply. Please do not make any payments for clubs run directly by the school until you have received a letter of consent acknowledging that your child has been successful in receiving a place on their club of choice. Children attending *Berries* after-school club on the same day as any sports activity they are enrolled on, will not be required to make the £1 contribution unless this is coached by an outside provider as stated in the timetable. This half term the number of weeks the clubs will run varies depending on other fixtures whilst still allowing a spare week for any cancellations to be re-scheduled. If your child is classed as 'pupil premium' they will be exempt from the £1 payment.

For some clubs the number of children involved may need to be capped. If clubs are oversubscribed we will select children from a hat, however in certain instances there may be exceptions to this rule such as developing talented children for a school team. As we anticipate a positive response, some children may be forced to miss out. For this reason we hope that selected children will show a commitment to attending all the dates scheduled for any of the clubs they are allocated a place on. We will aim to ensure that all children receive a place on at least one of the clubs they hope to be part of. We will also try to give preference to children that missed out last half term.

We would aim for all outdoor clubs to go ahead baring adverse weather conditions. In the event of a club being cancelled we would hope to reschedule in the final weeks of term. To find out if a club is cancelled please check your emails. We aim to make a decision by 1.00pm each day in case of cancellation. If your child is not able to attend please notify the office in person, by phone or by email before 1pm. In an effort to tighten our safeguarding procedures we cannot accept your child's word alone in these instances.

We would expect children to change into PE kit or appropriate clothing for the club. We also recommend that children bring a water bottle and a waterproof top. Children in Years 3 to 6 will change in their classroom or changing room by the end of the day and meet the coach at a pre-arranged location. Younger children in Year 1 and 2 will get changed in their classroom and will be delivered by the class teacher to the appropriate location. Children in Reception will be delivered to the hall by the class teacher and we encourage parents to support with changing at this location in preparation for the club. We also encourage children in reception to change into alternative sports clothes rather than using normal school PE kit.

The cut off date for enrolments will be **Friday 7th February**. We would like to remind you that you **must enrol for all school run clubs half termly**. Unfortunately, we will not be able to process any reply slips received after Friday 7th February and therefore urge you to respond within this timeframe. We look forward to your pending response and hope each club is well subscribed.

N. Hutton

Nick Hutton
Leader of Sports and Physical Development

