



St Mary & St Pancras C. E. Primary School

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Headteacher **Jules Belton**, Deputy Headteacher: **Lucy Heard**

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11.01.19

Dear Parents and Carers,

After-school club provision

It is my understanding from staff and a parent that yesterday morning's club sign-up was problematic; there were many parents who queued in the cold only to be disappointed.

Spring term club sign up historically has been the least busy term, which is why it was manned by Mrs Daly alone. In the past, we have opened up the hall for your comfort and I can only apologise that this was not done at least until the planned workshops were underway.

This year the number of parents requesting a club was unprecedented- I hope that this in some respects is testament to the quality and popularity of the after-school clubs that we offer.

Given the situation yesterday, the SLT met this morning to re-plan the system to make it fairer. Please note the following:

- We will continue to pay for one club for children in receipt of pupil-premium funding (if the child is allocated a club)
- The clubs that the school offer are re-evaluated termly. Considerations such as staffing, facilities and resources capacity come into play when planning the whole-school offer.
- The school will still offer invite-only 'clubs' to prepare children for competitions / music exams. These 'clubs' are not included in the system below, so children who attend an invite -only session can still apply for one other.
- Club places will no longer be based on a first-come, first- served basis.
- Children will be able to apply for three clubs maximum. The aim is to offer the **maximum number of children one club**, with a maximum of two clubs, only if there are spare places.

Cont'd





The new system is as follows:

Two weeks before the end of every term, the school will publish a timetable of the clubs available for the next term. This will be published on the website and a hard copy sent home via your child. Attached will be reply- slips for each club on a tear-off sheet for you to return to the school telling us which clubs you wish to apply for.

The cut - off date for the slips to be returned will be the Friday of that week.

The following week, **the last week of term**, the school will collate the reply slips for each club. This will enable the school to ascertain the popularity of each club.

A list will be made of the applicants names for each club and the slips kept. The list will then be compared to the previous registers, which will be collated on a spreadsheet by the school. Any child who has not attended the club in the two terms preceding this one will be put forward for a place. If there are more children than places then names will be drawn out of a hat and a record made in order of the draw. This will form the club places offered *and* the waiting list.

If there are places left over, then the same process will decide which children who have attended the club in the previous two terms, are offered a place.

All club registers will be kept and transferred onto the spreadsheet so a record over time is kept. The school will operate a rolling year when looking at the previous two terms club attendance.

Parents will be notified **in week 1 of the new term** which club they have been successful in applying for and be expected to pay for that club.

This new system should mean that more children get a club rather than some get three and others none, as well as removing the stress for parents around sign-up, especially those who can't get to school on that day.

For the summer term clubs, this is the timeline:

Monday March 25th	Map of summer term clubs and reply slips to parents
Friday 29 th March	Deadline for Reply slips
W/c. Monday 1 st April	School to allocate club places
Monday 8 th April	Parents notified of club
Friday 12 th April	Deadline for payment or place cancelled and re-allocated

As with all school procedures, we will review how effective this is over time.

Yours sincerely,

Ms Belton

Head teacher

