



Saltford
CofE Primary School

Saltford CofE Primary School
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Headteacher: Dawn Sage
Co-Chairs of Governors: Megan Jackson and Richard Rowland

November 2018

Dear Parents and Carers

EXTRA-CURRICULAR CLUBS USING SCHOOL GATEWAY FOR SIGN-UP AND PAYMENT

From September we have been trialling on-line sign up and payment for 3 of our sporting clubs – Ricky's Monday Night Football Club, Tom Baker's Cricket Club and Gym Club.

These club providers have reported that this system is working well for them and therefore the use of School Gateway for sign-up and payment on a termly basis will continue.

From January 2019 Mollie Moon Sewing Club will also be using this system for sign up and payment.

At the beginning of each of the six terms, we will set up a request on the School Gateway for each club. The request will be available to all children within the year groups the club caters for, but spaces will be limited. Parents will be advised by e-mail/text that the request is open for sign up and payment. The request will only indicate the day/date of the first session of the club, but the narrative will contain information about how many sessions the particular club will be running in the term/s and the payment required. In order for your child to attend one of these clubs, you **must complete the School Gateway request and make payment on-line, or call into the school office if you are unable to access the School Gateway**, before the deadline of 8 am on the morning of the first session for each club. Once the request is closed or the club has reached capacity, you will not be able to sign your child up for one of these clubs. Once the request has been closed the register will be produced and handed to the club provider. Unfortunately if you have not signed up your child and made payment prior to the deadline, your child will not be able to attend the club as their name will not appear on the club register generated by School Gateway. This is a safeguarding issue to ensure that an accurate register of club attendees is taken at the beginning of each session. Your child should not turn up for the first session of any of these clubs if you have not signed up and made payment via the School Gateway. In the case of Gym Club for children in Reception, Year 1 and Year 2, if your child's name does not appear on the register, Mrs Cary, or one of her team, will not be able to collect your child from the class and take them to the hall as permission for this will be your child's name on the register.

Ricky's Monday Night Football Club – Years 1 – 6. Places are limited to 34. Starts 7th January 2019.

Tom Baker's Cricket Club – Years 1 – 4. 3.20 pm – 4.20 pm. Places are limited to 25. Wednesday. Starts 9th January 2019.

Tom Baker's Cricket Club – Years 5 & 6. 4.20 pm – 5.20 pm. Places are limited to 25. Wednesday. PLEASE NOTE THAT THIS SECOND SESSION FINISHES AT 5.20 PM. As

Tom Baker has another commitment on the other side of Bath at 6 pm on a Wednesday, we request that parents arrive promptly to collect your child at 5.20 pm. Starts 9th January 2019.

Gym Club – Years R - 1. 3.20 pm – 4.05 pm. Places are limited to 28. Tuesday. Starts 8th January 2019.

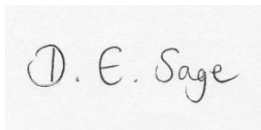
Gym Club – Years 2 – 6. 3.20 pm – 4.05pm. Places are limited to 28. Thursday. Starts 10th January 2019.

Mollie Moon Sewing club - Years 2 - 6. 12.15 pm - 1 pm. Places are limited to 12. Thursday lunch time in The Piano Room. Please note that there will be 12 sessions over Terms 3 & 4. Starts 10th January 2019.

Mollie Moon Sewing club - Years 2 - 6. 12.15 pm - 1 pm. Places are limited to 12. Friday lunch time in The Piano Room. Please note that there will be 12 sessions over Terms 3 & 4. Starts 11th January 2019.

We will let you know by separate e-mail when the payment requests are available via School Gateway for each of these clubs.

Yours sincerely

A rectangular box containing a handwritten signature in cursive script that reads "D. E. Sage".

Mrs D Sage
Headteacher