



# CHESSWOOD JUNIOR SCHOOL

## Home of Bright Sparks

Chesswood Road Worthing West Sussex BN11 2AA

Head Teacher: Mr Andrew Jolley

[www.chesswood.w-sussex.sch.uk](http://www.chesswood.w-sussex.sch.uk)

[office@chesswood.w-sussex.sch.uk](mailto:office@chesswood.w-sussex.sch.uk)

Tel: Worthing (01903) 204141/2



### Summer Clubs 2022

17th March 2022

Dear Parents/Carers,

It is time for you to choose and apply for club places for Summer Term 2022. **Please note that the process will be online using the Schools Buddy system from today 17<sup>th</sup> March.**

For those without internet access at home, there will be opportunity for you to book club spaces in the computing suite, on Monday and Wednesday from 3.15pm to 3.45pm each week until the cut-off date below. There will be a member of the admin staff available to assist if needed.

- **17<sup>th</sup> March - Club Signup opens via Schools Buddy**
- **3<sup>rd</sup> April – Club Signup Closes**
- **8<sup>th</sup> April – Parents Informed of their child’s Club allocations**
- **8<sup>th</sup> – 25<sup>th</sup> April – Payment to be made for your child’s clubs**
- **26<sup>th</sup> – 29<sup>th</sup> April – Any Clubs with spaces will be advertised via Schools Buddy and allocations made**

#### When do the clubs start and end?

Clubs start week commencing **2<sup>nd</sup> May 2022** and ending **1<sup>st</sup> July 2022**. Half term week is Monday 30<sup>th</sup> May; back to School w/c 6<sup>th</sup> June. Please check your Schools Buddy Diary for Inset Days.

#### How do I apply?

Please login to the Schools Buddy system and click on the clubs sign up tab at the top of the screen. Applications will close on **Sunday 3<sup>rd</sup> April**. Please make sure with your child that they are wanting to attend the clubs chosen – we have had some children withdraw from popular clubs, which leaves places available that others could have used and causes significant administration overload. Please be aware of your child’s involvement in the school production, Year Leader Interventions (morning maths or writing after school) and/or tutorials and the effect this has on availability for clubs (see specific sections below).

#### How & when will I know which club my child has got in to?

You will receive a notification of which club(s) your child has, no later than **Friday 8<sup>th</sup> April**. This will also populate your Schools Buddy diary and incur a charge for each club. Payment must be completed by **Monday 25<sup>th</sup> April** to secure the club place. If payment is not received, this shows us you no longer want the place, and we will consider your place open for other children to take. Please think carefully before signing up to a club, once allocated, the place is taken from other children - you will be charged and your child expected to attend, refunds will not be available for non-attendance.

#### Do all clubs have limited spaces?

Yes, however, we do not work on a first come first served basis. If a club is oversubscribed, we will print off a list of applicants and give it to the club leader to allocate places and a waiting list will be kept in case spaces become available.

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A small number of clubs are extremely popular e.g. cooking, computing & Minecraft; the maximum numbers are also fixed due to physical space and resource availability. Our aim, when clubs are oversubscribed, is to ensure as many children as possible experience the club at least once within the academic year (although this is sometimes not possible). We strongly advise children and families to take advantage of the wide range of activities available but cannot guarantee a space at a specific, oversubscribed club, even when a child has indicated interest in only one club.

There will be a minimum number of participants required for each club to run and if this number is not met, we regret we will have to cancel that club for the term.

### **If my child does not get the clubs they want, can they join another club?**

Spaces in clubs which are not full will be advertised from **26<sup>th</sup> to 29<sup>th</sup> April**, so we may be able to allocate your child a place between these dates. Should there still be spaces during the first week of clubs, **3<sup>rd</sup> to 6<sup>th</sup> May**, we may be able to allocate a space – this will still be at full cost as reductions are not possible due to administration time needed. For further information, please contact Tracey Rainford at Reception [trainford@chesswood.w-sussex.sch.uk](mailto:trainford@chesswood.w-sussex.sch.uk) during these dates.

**Please be aware, there will be no changes to clubs after Friday 6<sup>th</sup> May.** Administration time for clubs is huge, we must prioritise other activities and therefore are limiting club changes to this short period of time. Plenty of time and opportunity has been provided to enable everyone to sign up to clubs they want and for amendments to be made if errors have occurred. Further opportunities will be available in the next academic term.

All club place decisions are finalised by Chesswood Junior School (passed to Tracey Rainford as club administrator), external providers cannot make judgements on additional places for clubs.

### **How much do I have to pay?**

**There will be a charge for ALL after school clubs including those run by Chesswood staff.** Payment for clubs run by external providers will be payable directly to them, please see below. A nominal charge is in place for the Chesswood run clubs to cover our costs and resources. We are sorry to have to charge for these clubs but are sure you will understand that, whilst wishing to offer a broad range of out of school activities for the children, we cannot afford to do so at a loss to the school.

Please see our club list with charges for each club for the term. The clubs will run for 8 weeks but will only be charged for 7 weeks to allow for a cancellation. **Payment, made via your Schools Buddy account, is required before Monday 25<sup>th</sup> April or your place could be allocated to another child.**

**List of External club providers below, please see separate Chesswood Junior Club list for charges.**

SAMA Karate - £5 per session (payable to SAMA Karate)

Basketball - £24 per term Tues, Thurs, Friday sessions, Monday and Wednesday sessions £21 per term (payable to James Brame)

Drama - £28 per term (payable to Star Academy)

Chelsea Foundation £37 must be paid on Chelsea Foundation online booking system

The Outdoors Project £7 per session

Dance Club - £24.50 per term (payable to Megan Ring)

STEM Club - £7.50 per session (payable to STEM Innovation)

Worthing Table Tennis Club (£17.50 payable to Worthing Table Tennis Club)

### **Can I get a refund?**

Refunds will not be paid unless there are exceptional circumstances. This does not include your child “hating the club” or not attending all of the sessions. If you believe you could qualify for a refund, please contact Tracey Rainford [trainford@chesswood.w-sussex.sch.uk](mailto:trainford@chesswood.w-sussex.sch.uk).

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### **Pupil Premium**

Families in receipt of pupil premium (e.g. Free School Meals) can claim up to two free places for any Chesswood-run club. If you are wishing to apply for one of these free places, please email [trainford@chesswood.w-sussex.sch.uk](mailto:trainford@chesswood.w-sussex.sch.uk) when making your club selection as well as selecting your child's choice on Schools Buddy. All free places will be granted with consultation with the SLT, and payment removed **after allocation of places** from the Schools Buddy system.

### **Interventions and Tutorials**

If your child has been selected for class tutorials, missing Music or PE lessons, you can claim a free place in a Chesswood-run Music/PE Club. If you are wishing to apply for one of these free places, please email [trainford@chesswood.w-sussex.sch.uk](mailto:trainford@chesswood.w-sussex.sch.uk) when making your club selection. All free places will be granted with consultation with the SLT, and payment removed **after allocation of places** from the Schools Buddy system.

If your child has been selected for a Year Leader Intervention this will take priority over extra-curricular clubs and your child should attend their interventions, you will be notified before the end of the Spring term – please look out for clashes (morning maths or writing after school) if your child is selected for these sessions.

### **End of Year Production**

If your child is one of the 4 main characters in our end of year performance, they will be unable to attend any extra-curricular clubs due to their commitment of the production. If your child is taking part in the production they may miss one or two club sessions but won't be any more than this.

### **Chesswood After School Club**

Where children usually attend our Chesswood After School Club, they may choose to attend one of these clubs first and then go on to our After School Club until their usual collection time. This is shown on the Schools Buddy system with different timeslots for After School Club, therefore if you require your child to attend After School Club following their club please book from 16:15 – 17:00 or an add on till 6pm if required.

### **Attendance**

If your child is unable to attend a club, please ensure you notify the school in advance. If your child is absent from a club, a notification will be sent home via Schools Buddy/email asking if you are aware and to advise if your child is safe at home.

### **Collection of Pupils**

All pupils will be dismissed onto the front playground for collection at 4.15pm. Please ensure that your child is collected promptly and are offsite by 4.25pm – **you must wait on the front playground for your child until their club has finished**. If you are delayed in collecting your child, you must inform the school as soon as possible.

### **Club Cancellations**

If we need to cancel a club, you will be informed via Schools Buddy push notifications and the school Newsletter.

### **Behavior and expectations**

As a primary condition of club membership, children must show courtesy, care and kindness to leaders and other members at all times. Pupils are expected to be at all clubs by 3.25pm at the very latest, if this is not adhered to, their place may be withdrawn. Please ensure you discuss expectations for behavior with your child before seeking a place at a club.

Kind Regards,  
Tracey Rainford  
School Receptionist & Clubs Lead Administrator

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