



# 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



### Spring Clubs 2023

12<sup>th</sup> December 2023

Dear Parents/Carers,

It is time for you to choose and apply for club places for Spring Term 2023. **Please note that the process will be online using Bromcom – MyChildAtSchool (MCAS) system from today 12<sup>th</sup> December.**

For those without internet access at home, there will be opportunity for you to book club spaces in the computing suite, from 3.15pm to 3.45pm this week. There will be a member of the IT staff available to assist with this if needed.

- **12<sup>th</sup> December, 09:00 – Club signup opens on MyChildAtSchool (MCAS)**
- **6<sup>th</sup> January, 09:00 – Club signup closes**
- **6<sup>th</sup> – 12<sup>th</sup> January – School allocates children to clubs to make applications as fair as possible**
- **13<sup>th</sup> January (or earlier) – Parents informed of their child's successful club allocations**
- **13<sup>th</sup> – 16<sup>th</sup> January – Parents pay for your child's clubs – these show in your MCAS diary**
- **16<sup>th</sup> – 20<sup>th</sup> January – Clubs start**
- **23<sup>rd</sup> – 27<sup>th</sup> January – Any clubs with spaces will be advertised to maximise allocations**
- **30<sup>th</sup> January – No further changes to clubs**

#### How do I apply?

Please login to the Bromcom - MyChildAtSchool (MCAS) system:

1. Click on 'Extra-curricular clubs and activities'
2. Click on the club you are interested in
3. Click 'Enroll'.

**The club will show as full and you will be added to the waiting list** (this is so we can allocate places – see below).

Applications close on **Friday 6<sup>th</sup> January, 09:00**. 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 also be aware of your child's involvement in 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 by **Friday 13<sup>th</sup> January, 17:00**. Your MCAS diary will also be populated, and a charge raised for each club in the 'Outstanding balance' section. Payment must be completed by **Monday 13<sup>th</sup> January** to secure the club place (see guide for help if needed). 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.

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### **Do all clubs have limited spaces?**

Yes, however, we do not work on a first come first served basis to help us be fair to all families – this is why the 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.

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 **23<sup>rd</sup> to 27<sup>th</sup> January**, you will be able to sign up directly and pay immediately between these dates. Clubs will have started during that week but will still be at full cost as reductions are not possible due to administration time needed (and club charges include one week extra free). For further information, please contact the school office at [office@chesswood.w-sussex.sch.uk](mailto:office@chesswood.w-sussex.sch.uk) during these dates.

**Please be aware, there will be no changes to clubs after Friday 30<sup>th</sup> January.** Administration time for clubs is huge, we must prioritise other activities and therefore are limiting club changes to this short period of time. Time and opportunity have 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 note families will not be considered for a spring term club if there are still outstanding fees from autumn term clubs.

Please see our club list with charges for each club for the term. The clubs will run for 9 weeks but will only be charged for 8 weeks to allow for a cancellation. **Payment, made via your MCAS account, is required before Monday 16<sup>th</sup> January 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 - £27 per term on Mon, Tue, Thu & Fri sessions, £24 per term on Wed (payable to James Brame)

Drama - £36 per term (payable to Star Academy)

Chelsea Foundation £43 must be paid on Chelsea Foundation online booking system

The Outdoors Project £7 per session

Dance Club - £28.00 per term (payable to Megan Ring)

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### **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 the school office at [office@chesswood.w-sussex.sch.uk](mailto:office@chesswood.w-sussex.sch.uk)

### **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. All free places will be granted with consultation with the SLT. Make your club selections on MCAS and the system will remove the relevant charges. For further information, please contact Tracey Rainford at [trainford@chesswood.w-sussex.sch.uk](mailto:trainford@chesswood.w-sussex.sch.uk)

### **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 contact the school office at [office@chesswood.w-sussex.sch.uk](mailto:office@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**.

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 at the start of the autumn term – please look out for clashes (morning maths or writing after school) if your child is selected for these sessions.

### **Chesswood Wrap Around Care Club**

Where children usually attend our Wrap Around Care Club after school, they may choose to attend one of these clubs first and then go on to our Wrap Around Care until their usual collection time. This is shown on the MCAS system with different timeslots for Wrap Around Care Club, therefore if you require your child to attend Wrap Around Care 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 MCAS 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 MCAS push notifications and the school Newsletter.

### **Dates to be aware of**

Half term week is Monday 13<sup>th</sup> to 17<sup>th</sup> February. Also, please check your MCAS Diary for Inset Days.

### **Behaviour 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 behaviour with your child before seeking a place at a club.

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Kind Regards,  
Tracey Rainford  
School Receptionist & Clubs Lead Administrator

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