



# CHESSWOOD JUNIOR SCHOOL

## Home of Bright Sparks

Chesswood Road Worthing West Sussex BN11 2AA

Head of School: Mr Jez Himsworth

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December 2023

### Spring Clubs 2024

Dear Parents/Carers,

It is time for you to choose and apply for club places for Spring Term. **Please note that the process will be online using My Child At School (MCAS) system from Tuesday 2<sup>nd</sup> January, 8am.**

For those without internet access at home, there will be opportunity for you to book club spaces in the computing suite, from 15.15pm to 15.45pm week commencing 2/1/2024 and 8/1/2024. There will be a member of the IT staff available to assist with this if needed.

Please think carefully before signing up to a club, as we would expect children to attend every week.

- **Tuesday 2 January, 08:00 – Club signup opens on My Child At School (MCAS)**
- **Monday 15 January – Clubs, Tutorials and Year Leader Interventions begin**
- **Sunday 21 January, 23:59 – Club signup closes (this is one week after clubs started)**
- **Friday 22 March – Clubs finish**

#### Club sign up summary (see [Further Guidance and Frequently Asked Questions](#) below for more information)

- **First come, first served booking** – pay at time of booking to secure place.
  - **Limits on bookings** for certain Chesswood-run clubs:
    - Cookery – only one booking per academic year.
    - Sewing – only one booking per academic year.
    - Computing, Minecraft, Scratch, basketball clubs – only one booking per term.
  - **No refunds** will be allocated (unless exceptional circumstances, i.e. club cancelled).
  - **Externally run clubs** will incur a charge direct from that club (see details on website).
  - **Outstanding club fees** will exclude families from booking on summer clubs.
- **Chesswood-run club price increase for 2023-24** – due to cost of living increases, club fees have increased from 2022/23 to cover costs and maximise potential availability for clubs. Cost is now £2.50 for most clubs and £4.50 for resource-heavy clubs (Sewing and Cookery require 2 adults and resources).
- **Pupil premium spaces allocated via Tracey Rainford** (2 free Chesswood-run clubs).

#### How do I apply?

1. Login to My Child At School (MCAS)
2. Click on 'Extra-curricular clubs and activities'
3. Click on the club you are interested in
4. Click 'Enrol'
5. Pay (10 minutes to pay or the club is removed from basket – email receipt provided when paid)

#### How do I apply for a free Pupil Premium place?

1. Contact Tracey Rainford
  - a. In person in reception on Mondays or Fridays
  - b. By email: [trainford@chesswood.w-sussex.sch.uk](mailto:trainford@chesswood.w-sussex.sch.uk)
2. Tracey will confirm club allocations (up to two free Chesswood clubs each).
3. If you book into clubs directly, there is no guarantee that you will have this club funded for you.

## DREAM – ASPIRE - ACHIEVE

**The policy for club cancellations is as follows:** For clubs that are cancelled parents will be notified by MCAS and/or weekly communication. The children will be told to come to the school reception where appropriate supervision arrangements will be made until you are able to collect. To secure children's safety, children must be collected promptly from the front playground at the times indicated.

### **Further Guidance and Frequently Asked Questions**

All further guidance and FAQs – see titles below – are on our website: Parents > Extra Curricular Clubs. [LINK](#)

- How much do I have to pay?
  - Chesswood run clubs – normal after school - £2.50 per week -one week free
  - Chesswood run clubs – resource heavy after school (Sewing/Cooking) - £4.50 -one week free
  - Chesswood run clubs – morning (Running) & lunch (Minecraft) - £1.25 per week -one week free
  - Externally run clubs each charge fees independently and have different booking options:
    - See our website for up to date booking information and costs: [LINK](#)
      - Only Basketball Clubs and Dance Club are booked via MCAS
      - Karate, Drama, Chelsea and Table Tennis clubs are organising their own bookings.
- What days do clubs run? Why are costs different for different days and clubs?
  - Mondays: 8 weeks – 15/1, 22/1, 29/1, 5/2 ~~12/2 (Half Term)~~, ~~19/2 (INSET)~~, 26/2, 4/3, 11/3, 18/3
  - Tuesdays: 8-9 weeks – 16/1 (Parents evening – **no Year 3/4 Dodgeball/Benchball**), 23/1 (**Sports Competition - no year 3/4 Dodgeball/Benchball**), 30/1, 6/2, ~~13/2 (Half Term)~~, 20/2, 27/2, 5/3, 12/3, 19/3
  - Wednesdays: 9 weeks – 17/1 (Parents evening – **Drama in classroom**), 24/1, 31/1, 7/2, ~~14/2 (Half Term)~~, 21/2(**Sports Competition – no Multisports**), 28/2, 6/3, 13/3, 20/3
  - Thursdays: 9 weeks – 18/1, 25/1(**Sports Competition – no Tag Rugby or Girls Football**), 1/2, 8/2, ~~15/2 (Half Term)~~, 22/2, 29/2, 7/3, 14/3, 21/3
  - Fridays: 9 weeks – 19/1, 26/1, 2/2, 9/2, ~~16/2 (Half Term)~~, 23/2, 1/3, 8/3, 15/3, 22/3
- How & when will I know which club my child has got in to?
- Pupil Premium
- Tutorials and Tutoring
- Are there any booking conditions?
- Can I get a refund?
- Session Cancellations
- What if all the club spaces are taken?
- What if I cannot access MCAS?
- Chesswood Wrap Around Care Club
- Attendance
- Collection of Pupils
- Behaviour and expectations

If you have any specific queries about clubs that are not answered by this letter or the website, please contact me by email: [cyelling@chesswood.w-sussex.sch.uk](mailto:cyelling@chesswood.w-sussex.sch.uk).

Kind Regards,

Chris Yelling  
Assistant Headteacher - Academic

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