



# Seghill First School

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Headteacher: Miss T Chappell



07 June 2022

Dear Parents and Carers

## Summer term B after school clubs for children in Years 3 and 4

I am delighted to announce that we have organised an **after-school club** for boys and girls in **Years 3 and 4** for this half term. The club will take place on Thursday nights and will be provided by staff from the Newcastle United Foundation.

Newcastle United Foundation staff regularly work in our school providing both after-school clubs and teaching PE in PE lessons. They all have full DBS clearance and have undergone all of the checks required to work in school with children.

After-school club will take place **from 3:15pm – 4:15pm** in the hall or on the field. The club will focus on team games and will follow the direction given by the children to the coaches.

The club will start on **Thursday 09 June** and run for 6 weeks in total- Thursdays 09, 16, 23 and 30 June plus 07 and 14 July.

Please note that the club will only run for **4 weeks for Year 4 children**. This is because they will not be able to attend the club on Thursday 23 June as they are at Dukeshouse Wood and on Thursday 11 July as they are on transition week.

Children must be collected at **4:15pm** from the main entrance at the school office, including Year 4 children who normally leave school without an adult at 3:15pm.

Children need to wear their **school PE kit** (plain white t-shirt, shorts/track suit pants and trainers). The children have PE lessons on Thursdays so should be wearing their PE kit for school. They will also need to bring a **drink**. The cost for your child to attend the club is **£12.00 for Year 3 and £8.00 for Year 4**. If you would like your child to take part, please complete and **return the reply slip to school and pay via School Gateway by Monday 13 June 2022**.

Yours sincerely

Miss Chappell  
Headteacher

### Apology notice

I wrote this letter during the last week of last half term and it should have been sent out then. Unfortunately, this did not happen, which is entirely my fault. We need the reply slips back as soon as possible so we can confirm numbers with Newcastle United Foundation. I have put the payment deadline back to Monday 13 June, which is after the start date of the club, to allow time for you to make payment on School Gateway. Again, apologies for this error.

**Summer term B after school clubs for children in Years 3 and 4**

Child's name		
Year	3	4
Thursday after school club with Newcastle United Foundation will be paid via School Gateway by Monday 13 June.	£12.00	£8.00
Medical conditions		
Medication		
Contact telephone number		
Signed		
Date		

I will arrange for my child to be collected from the school office at 4:15pm. I understand that my child must be collected on time and will not be allowed to leave school without being collected by an adult known to staff who is at least 16 years old.

I understand that my child needs their school PE kit and trainers to attend this club and they will not be able to attend if they do not have it.

**Please complete and return this form as soon as possible and make payment on School Gateway by Monday 13 June.**

**Please note**

We are asking you for this information about your child's medical conditions and medication in case they need medication during the session and so the coach can assess the risk in them taking part in an activity with full knowledge of their medication conditions.

We are asking you for your contact details so the coach and/or a member of staff can contact you in case of emergency without having to access other records within school.

This information will be shared with the coach at the beginning of each session and will be returned to a member of staff at the end of each session. Your details will not be taken from the premises.

Between each session, this information will be stored securely within school. At the end of the club, the reply slips will be shredded so a permanent record of this information will not be held in school.