Seghill First School

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Headteacher: Miss T Chappell

02 December 2021

Dear Parents and Carers

Spring term A 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 next 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 clubs will take place after school **from 3:15pm – 4:15pm** outside (weather permitting) or in the hall. The club will focus on team games and will follow the direction given by the children to the coaches.

Thursday after school club
The club will start on **Thursday 13 January** and run for 6 weeks in total- Thursdays 13, 20 and 27 January plus 03, 10 and 17 February.

Children must be collected at **4:15pm** from the main entrance at the school office.

Children need to wear their **school PE kit** (plain white t-shirt, shorts/tracksuit pants and trainers). We are unable to lend PE kit to children who do not have their school PE kit for this club. 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**. 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 10 January 2022.**

We will send out confirmation of places when reply slips have been replied and money has been paid on School Gateway.

Yours sincerely

Miss Chappell
Headteacher

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Child's name		
Year	3	4
Thursday after school club with Newcastle United Foundation costing £12.00 has been paid via School Gateway.	yes	no
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 make payment on School Gateway and complete and return this form by **Monday 10 January**

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.