



Seghill First School

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Headteacher: Miss T Chappell



24 October 2019

Dear Parents and Carers

Autumn term B after school Christmas crafty club for blue class

I am delighted to announce that we have organised another **after school club** for boys and girls in **blue class** for next half term.

One of our students from Northumbria University, Miss Neal, will be running Christmas crafty club on Monday nights after school during autumn term B. Miss Neal is working with Mrs Bell and blue class, has a full DBS clearance and has undergone all of the checks required to work in school with children.

Christmas crafty club will take place after school **from 3:15pm – 4:15pm**. The children will make something each week and will be able to bring their work home. Activities will include making snow globes, Christmas cards, wrapping paper and decorating mugs.

The club will start on **Monday 11 November** and run for 5 weeks in total- Mondays 11, 18 and 25 November and Mondays 02 and 09 December.

The cost for your child to attend is **£15.00**. Each session costs £3.00. This is so we can buy the materials needed for the activities. Your child will make something to bring home and keep every week.

If you would like your child to take part, please complete and return the reply slip attached in a named envelope with £15.00 by **Friday 08 November 2019**.

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

There is a maximum of 20 places available for each club. If more replies are received than the number of places available, names will be put in a hat. **Please assume that your child does have a place unless we tell you otherwise.**

Yours sincerely

Miss Chappell
Headteacher

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Child's name	
Class	blue
I give permission for my child to attend all 5 Christmas crafty club sessions as per the dates provided and enclose £15.00.	
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.

Please complete and return by **Friday 08 November 2019**.

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 Miss Neal 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 Miss Neal and/or a member of staff can contact you quickly in case of emergency. Your details will not be taken from the premises.