



# St Mary's Catholic Primary School

Headteacher: Mrs Helen Armstrong  
Diocese of Plymouth

Dear Parents/carers

5<sup>th</sup> September 2016

I am writing to you to inform you of the exciting opportunities for sports clubs that I am hoping to get up and running for this term. The PE department are always looking for ways in which we can extend our provision of extra-curricular activities at the school, so if you are interested in running or helping with a club, please contact Miss Hardwick through the school office. This term we are particularly looking for parents to run football clubs.

At present we are simply asking for you to submit your application for a place – **please do not send any money**. We will invoice you at a later date once numbers have been confirmed.

If your child would like to take part in any of these clubs, please return the form below to the office by **9:00am on Friday 9th September 2016**. You will be informed if your child has a place and will then be asked for payment.

Details of the clubs currently on offer are overleaf. Please note different start dates and when there will not be a club running. Although we endeavour to keep to the dates we have provided on this letter, occasionally there may be need to cancel a club at the last minute. Should this occur, the decision will be made by 12:30 to give us time to contact you to collect children from school at 3:15 as usual. Should we not have adequate time to cancel a club, alternative activities will be organised for the children to do inside.

In line with our Health and Safety policy, you must not, under any circumstances, remove your child from school without the authorisation from the teacher/coach in charge of activity. If your child has permission to make their own way home from school, they must not leave the premises until they have been dismissed by the teacher/coach in charge.

**If your child has been present during the school day but is unable to attend their club, please ensure that the school office is informed before the end of the school day. If your child no longer wishes to attend a club, please also let the office know so that they can be taken off the register. This is important so that we can ensure the children are accounted for and safe.**

Please come to the office if you would like a paper copy of this letter. Thank you for your continued support.

St Mary's School Admin

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*Reply slip: Please tear off and return via the school office:* **Summer Term Sports Clubs**

Child's Name..... Class.....

I would like my child to take part in (please list in order of preference):

1 .....	Code .....
2 .....	Code .....
3 .....	Code .....
4 .....	Code .....
5 .....	Code .....

My child will be collected by...../will make their own way home from school.

Are there any medical needs that we should be aware of? If so, please give details overleaf.

Emergency Contact Number.....

Signed Parent/Carer..... Date.....