

Monday 27 February 2023

Dear Parents and Carers,

I have worked hard with the senior leadership team to address the concerns that were raised to the school when we launched the new booking system for our enrichment clubs, and am writing to you to outline how this term will work.

We are pleased to inform you that for the summer term we are **offering over 40 enrichment clubs** with a huge variety across: music, sports, performing arts, languages, STEM and creative. Each class provides an opportunity to further support your child's learning and development with team work, creativity and confidence being among the key skills our clubs seek to develop.

We work hard to develop such a varied list of clubs giving children the opportunity to participate in new experiences. Some clubs will be run by external companies, others by our own talented staff with classes taking place before, during and after school, and are open to children from Reception through to Yr. 6.

As we have always done, **clubs are booked per term with each enrichment programme running for approx. 10 weeks**, stopping during the school holidays and finishing at the end of term. Each club has a maximum limit of children who can attend. This is for the health and safety of both children and staff who run the clubs.

For the reason of fairness and ensuring there is a choice of club availability, **we will be limiting bookings (in the first 24 hours of release), to 2 classes per child**. If after this time there is still availability, you can book additional clubs. Clubs are offered on a first come first serve basis. We ask that you discuss clubs with your child and read the booking terms before you book any spaces. Please see page 2 for details.

Clubs can only be booked and paid for via ParentPay. We do not accept childcare vouchers or payments via the government tax free childcare scheme for our enrichment club programme. If, however, you will struggle with payment on clubs' release day, do please speak to Louisa ASAP, and we can look into ways we can support.

We will be releasing a **proportion of spaces to our pupil premium children**, one day ahead of general release. Pupil premium is not limited to households with a low income, it includes children who are cared for, have been cared for or those who may not have the same opportunities as other children.

Clubs will be released in day order ([enrichment club overview - view here](#)) on to [ParentPay](#) (see link for help using ParentPay), first to those in receipt of pupil premium at 6:30pm on Thursday 2nd March, and then general release from 6:30pm on Friday 3rd March.

Those with outstanding balances will not be able to access our enrichment club programme. Please ensure your ParentPay account is up to date.

If you need your login details for ParentPay, please contact the school office ahead of the club release dates.

Yours sincerely

Louisa Hopper
WRAP and Enrichment club Manager

Kilmorie Primary School, Kilmorie Road, London SE23 2SP

Headteacher: Julie Loffstadt Deputy Head: Kate Glasheen

Club Information and Terms

- Clubs are booked and paid for on ParentPay (Tax free childcare scheme and childcare vouchers are not accepted), except where stated that you must book directly with the provider. Please speak to someone in the office if you do not have access to ParentPay.
- Applications will not be accepted from parents/carers with outstanding debts.
- Clubs require a term's commitment - refunds will not be given.
- Clubs are bookable on a first come, first serve basis. Maximum of 2 clubs per child initially.
- Clubs run for approx. ten weeks per term. Clubs start second Monday of term.
- We release clubs in day order from 6:30pm on specified date (PP children 24 hours prior) communicated to all parents via a letter and reminder text sent.
- We will not be sending individual notifications for each club; it is your responsibility to check ParentPay to see what is available.
- Refunds will not be permitted, so please discuss the clubs with your child prior to booking.
- For ParentPay logins or queries, please contact the school office in advance.
- You MUST re-apply for enrichment clubs each term. Clubs are not rolled-over from previous terms.
- Children must be signed out when collected from clubs – written permission is required if you would like your Y5 or Y6 child to walk home independently.
- Please inform the office if your child is not attending a session for any reason when they are in school or at the time of reporting their absence.
- Children attending activities are expected to behave appropriately and follow our school rules:
 - Show respect, care and consideration to all
 - Challenge unacceptable, unkind behaviour
 - Care for our school environment
 - Demonstrate good learning behaviour
- Cancelled classes
 - If the clubs are cancelled for any reason, we will contact you either by phone or text as soon as possible.
 - If a club is cancelled, we endeavour to make this up with an additional week elsewhere, if we are unable to do this, we will issue a refund.
 - There are no refunds for inclement weather or circumstances beyond our control.
- Please email enrichment@kilmorie.lewisham.sch.uk with any queries.

If your child attends a sports club appropriate clothing and shoes must be worn, rubber soled trainers NOT plimsoles and any additional health and safety equipment must be provided to enable your child to Participate: e.g. shin pads, gum shields – please check with the club tutor if you are unsure.

Kilmorie is committed to safeguarding and all personnel engaged for the provision of enrichment clubs have undergone an enhanced DBS check and safeguarding training.