



# Bellenden Primary School

Executive Headteacher: Mr Gregory Doey

Head Of School: Mrs Julie Ireland

Deputy Head: Mrs Alex Turnbull

Assistant Head: Ms Walatta Trew

Dewar Street,

Peckham,

London

SE15 4JP

Wednesday, 05 September 2018

## **RE: After-school Club – Activities – KS1**

Please see below timetable of activities available to children in Reception, Year 1 & Year 2.

MONDAY	<b>Film Club</b> 3:30-5pm	
TUESDAY	<b>Creative Arts &amp; Crafts</b> 3:30 – 4:30pm	
WEDNESDAY	<b>KS1 Gymnastics Club</b> 3:30 – 4:30pm	<b>Cooking Club</b> 3.30 – 5pm
THURSDAY	<b>KS1 Computer Club</b> 3:30 – 4:30pm	

Please complete the form and return all forms and payments to the office, if you wish for your child to attend and after school activity.

All the clubs on the form have spaces available including football. Please be aware that spaces for all clubs are limited and therefore filled on a first come first serve basis and this registration period will be to fill clubs for the Autumn term.

If your child does not get a space in their desired club your child will be placed on the waiting list until a space becomes available.

If you have any queries please speak with Tian via the Bellenden School Office.

Yours sincerely

*T. Mighty*

**Club co-ordinator**

TEL: 020 7732 7107

FAX: 020 7732 1351

Email: [office@bellenden.southwark.sch.uk](mailto:office@bellenden.southwark.sch.uk)

[www.bellenden.southwark.sch.uk](http://www.bellenden.southwark.sch.uk)

<b>NAME</b>		<b>Year Group</b>	
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Please tick the boxes next to the activity you would like your child to take part in next year

KS1					
<i>KS1 Gymnastic</i> £20		<i>Cooking Club</i> £20		<i>Computer Club</i> (Free)	
<i>Film Club</i> £10		<i>Creative Arts &amp; Crafts</i> £20			

### **AFTER SCHOOL ACTIVITY LATE COLLECTION**

1. **Late collection – First occasion:** The person collecting the child gives the reason for being late. The ASC manager fills in the late collection folder with reason and the time of collection. On the first occasion, a verbal warning will be issued.
2. **Late collection – Second occasion:** The person collecting the child gives the reason for being late. The ASC manager fills in the late collection folder with reason and the time of collection. On the second occasion the first warning letter is given to the parent/carer collecting the child and a copy will be kept in the child’s file.
3. **Late collection – Third occasion:** The person collecting the child gives the reason for being late. The ASC manager fills in the late collection folder with reason and the time of collection. On the third occasion the parent will be called in to have a meeting with Tian. A second warning letter will also be given to the parent/carer collecting the child and a copy will be kept in the child’s file.
4. **Late collection – Fourth occasion:** The person collecting the child gives the reason for being late. The ASC manager fills in the late collection folder with reason and the time of collection. A letter will be sent to inform the parent/carer of the termination of their child’s place. At this point the child will be unable to attend ANY afterschool activity. Afterschool Club will be the only afterschool provision on offer.
5. **Late Collection - Collection after 6:** The person collecting the child gives the reason for being late. The ASC manager fills in the late collection folder with reason and the time of collection. The parent will be called in to have a meeting with Tian and the child will be at risk of losing their space in the respected club.