



Billingshurst Primary School
Headteacher : Helen Williamson BSc (Hons) MA
Station Road, Billingshurst, West Sussex RH14 9RE
Tel: 01403 782789 Fax: 01403 783124
e-mail: office@billingshurstprimary.org.uk
website: www.billingshurstprimary.org.uk

5th December 2017

Dear Parent/Carer

Clubs for the Spring Term 2018

Please find attached a timetable for the clubs on offer in the Spring Term. Clubs will start the week beginning **Monday 8th January 2018** and continue until the week ending **Friday 23rd March 2018**. Please use the Parents Evening online booking system to book and confirm your place directly. If the club is oversubscribed you will be able to go on a waiting list.

The system will be live from **5.00 pm on Tuesday 5th December** and you can book places from then until **3.00 pm on Wednesday 3rd January**. Should you wish to make any changes after this date please contact the school office.

Please visit <https://billingshurst.parenteveningsystem.co.uk> to book a club place for your child. You can also access this from our website. Remember to login with the following information:

Child's First Name:
Child's Surname:
Child's Date of Birth

If you do not have access to the internet, there will be a computer available in the office annexe at school pick up and drop off times from Tuesday 5th December to Friday 15th December for you to book places. Please use this system for all clubs except for Karate and the Multi sports/Football clubs run by Purely Sport which have to be booked directly with the provider.

This term we are trialling paying for clubs by ParentPay, so please do not send cash or cheques into school. Payment will be up on ParentPay from Monday 18th December and payment will have to be made by Thursday 4th January for your child to take part in the club.

To ensure the safety of your child registers are taken for all clubs, so please inform the office if your child is absent for any reason. Please also ensure that children are collected promptly at the end of the club.

If you need another copy of this letter, it will be available on the website under Menu/News/Letters Home or from the office.

Yours faithfully

Helen Williamson
Headteacher

