



Billingshurst Primary School
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9th July 2018

Dear Parent/Carer

Clubs for the Autumn Term 2018

Please find attached a timetable for the clubs on offer in the Autumn Term. Clubs will start the week beginning **Monday 17th September 2018** and continue until the week ending **Friday 7th December 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. Please book onto the club even if it is a free one that your child has been doing for some time.

The system will be live from **5.00 pm on Monday 9th July** and you can book places from then until **3.00 pm on Friday 14th September**. Should you wish to make any changes after this date please contact the school office.

Please visit <https://billingshurst.parentseveningsystem.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 Wednesday 11th to Friday 13th July 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.

Please pay for clubs using ParentPay, do not send cash or cheques into school. Payment will be set up on ParentPay from Monday 16th July and payment will have to be made by Friday 14th September 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

