



Billingshurst Primary School
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4th December 2018

Dear Parent/Carer

Clubs for the Spring Term 2019

Please find attached a timetable for the clubs on offer in the Spring Term. Clubs will start the week beginning **Monday 14th January 2019** and continue until the week ending **Friday 29th March 2019**. 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 4th December** and you can book places from then until **3.00 pm on Tuesday 18th December**. 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

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 available on ParentPay from Friday 7th December and we ask that payment is made by Friday 11th 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

