

# Torriano Junior School

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*Executive Headteacher: Bavaani Nanthabalan MA*

*Head of School: Helen Bruckdorfer BA*

Friday 12th December 2014

Dear Parents/Carers,

Attached is the list of after school clubs for the spring term 2015.

We would like to inform you that from the spring term, payments for after school clubs will need to be paid in advance. This is required to prevent non-payment of club fees, which then needs to be recovered by the school.

The clubs that are run by external providers (karate, fencing, gymnastics and cheerleading) will cost up to £35.00 each. Arsenal Double Club will cost £10.00. Please sign up for any clubs you wish your child to attend and make the payment in full at the same time. Places will only be allocated when payment is made to the office. If you require alternative payment options, please discuss your needs with Catriona Hale or Maria Panayi.

Payments can be made by cash or cheque made payable to 'Torriano Junior School'. If paying by cash please ensure you have the correct amount available as change will not be given. Please place your payment in an envelope, clearly marked with your child's name, class and club name.

There are a specific number of spaces per club. Once the maximum has been reached, no further names or money will be taken for that club. We are unable to give refunds so please ensure your child decides carefully which club they wish to attend as they will not have the option to switch clubs once they have paid.

## Points to remember:

- Children may bring some fruit and a drink of water as a snack to eat before the club starts only
- Children must wear a P.E kit, including suitable footwear, for any sporting clubs
- **Children must be collected promptly at the end of the session**
- The school rules must be followed during after school activities

All clubs will start during the week beginning Monday 12<sup>th</sup> January 2015. In order to maintain the quality and range of extra curricular provision, these new procedures need to be implemented.

Yours sincerely

Helen Bruckdorfer  
Head of School

