

# Bryn Offa Church of England Primary School

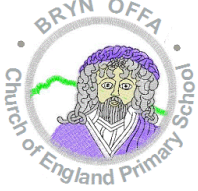
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Monday 5<sup>th</sup> June 2017

Dear Parent/Guardian,

## **Clubs Matrix- Second Half Term of Summer Term 2017**

On the reverse of this letter you will find the new extra curriculum matrix that lists all the clubs available this Half Term at Bryn Offa. Please complete and return to school by **Wednesday 7<sup>th</sup> June at 9.00am.**

There are limited spaces available so I have also included the maximum number of spaces available in each club. If you would like your child to go to a club, but wish to have a alternative on the same day if they do not get a place, please indicate on the sheet which is their first and second choice. It is only necessary to do this when applying for two clubs on the same day of the week.

Please note that Gardening Club for the children in Group 2 starts this week on Thursday 8<sup>th</sup> June. Parents of these children will receive a confirmation letter regarding this.

As usual, if your child gets a place in one of the clubs, they will receive a reply slip confirming the place. It is at this point that you will receive the payment request (for any chargeable clubs) for the full block of sessions (with all payments needing to be made in full) through our electronic payment system.

Because of outstanding payments for clubs in the past, I would like to request that full payment is made for the whole block of sessions before the start of the clubs. Payment for any sessions not attended will be refunded at the end of the term. Please note that if payment is not received before the start date of the club, your child's place will be allocated to another child. If money is owed from previous clubs, a new place will not be allocated until the balance is cleared.

If you are having difficulties with the electronic payment scheme, please contact Miss Morris.

Yours sincerely,

Mr Paul Thompson  
Headteacher