

Bryn Offa Church of England Primary School

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Tuesday 12th September 2017

Dear Parent/Guardian,

Clubs Matrix- up to October Half Term

On the reverse of this letter you will find the new extra curriculum Clubs Matrix that lists all the clubs that are available this half term at Bryn Offa. If your child wishes to attend a club, please complete the 'Pupil Name' and 'Class' boxes next to the relevant club, and return the Matrix to school by **9.00am on Thursday 14th September**.

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 an 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.

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.

Because of outstanding payments for clubs in the past, we would like to request that full payment is made for the whole block of sessions before the start of the clubs. Any sessions not attended will be refunded at the end of the half 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.

Yours sincerely,

Mr Paul Thompson
Headteacher