

**AFTER SCHOOL and LUNCHTIME CLUBS**

Dear Parents,

Below is a permission slip to be used for all after-school and lunchtime clubs run by Woodlands' Staff. (Fee paying clubs run by outside providers have separate procedures). Please complete the information on the tear-off slip and send it into school with your child to hand in to the staff member leading the club. One permission slip must be used for each club your child is attending; extra permission slips are available from your child's class teacher. Places will be allocated on a first-come, first-served basis and the teacher in charge will notify your child if they have a place or not.

It is important that you read and agree to the following guidelines:

- Your child must attend the club every week
- If your child is sick or unable to attend, you must inform the staff member in charge of the club, by ringing the school office or writing a note
- If your child no longer wants to attend the club you must notify the staff member in charge in writing (that place will then be made available to another child)
- All children will be dismissed from clubs to the playground. Please meet them there.

These guidelines have been put in place for the safety of your child. Staff members leading clubs do not have the time to follow up absences during a club session.

If a club is cancelled, your child will be given a written message or a ParentMail notification before the day the club meets. Occasionally a club has to be cancelled at the last minute; in this case you will be contacted by ParentMail or telephone.

Thank you for your co-operation in helping ensure our clubs run smoothly and safely.

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**Club Permission Slip**

I agree to my child \_\_\_\_\_ in class \_\_\_\_\_

Being a member of the \_\_\_\_\_ Club

The club meets on \_\_\_\_\_ day from \_\_\_\_\_ to \_\_\_\_\_

Starting Date \_\_\_\_\_ End Date \_\_\_\_\_

The Teacher in Charge is : \_\_\_\_\_

Phone number(s) \_\_\_\_\_

**FOR AFTER SCHOOL CLUBS ONLY**

At the end of the club, my child will:

Walk home unaccompanied

Be collected by \_\_\_\_\_ from the playground  
(please indicate whom will be collecting your child)

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

FOR OFFICE USE ONLY \_\_\_\_\_ Date/Time received