



Warren Wood Primary Academy And The Evergreen Centre (an Inclusive Provision for Language Needs)



Mrs L Woodroof BSc (Hons), NPQH
Headteacher
Mr A Minchin
Interim Chief Executive Officer

Arethusa Road
Rochester
Kent
ME1 2UR
Tel: (01634) 401401
E-mail: schooloffice@warrenwoodprimary.co.uk
Website: www.sflit.org.uk/warrenwood

7th March 2024

Dear Parents and Carers

Terms 5 and 6 After School Clubs

The following clubs are available after school to the children at Warren Wood Primary Academy for terms 5 and 6. Please see the table below to see which clubs are available to children in each year group.

After school clubs start at 3.15pm and finish at 4.15pm. Please ensure that you are on the KS1 playground for a 4.15pm prompt collection.

Day	Club	Staff Member	Year Group
Tuesday	Arts & Crafts Club (10 places)	Mrs Josh	Years 2 & 3
	Outside Football Club (18 places)	Mr Martin	Years 4, 5 & 6
	Eco Club (15 places)	Miss Armstrong	Years 3, 4, 5 & 6



	Science Club (10 places)	Miss Hatley	Years 1, 2 & 3
Wednesday	Multi Sports Club (25 places)	Miss Clark	Years 1, 2 & 3
	Times Tables (TTRS) Club (15 places)	Mr Simmonds	Years 2, 3 & 4
Thursday	Multi Sports Club (25 places)	Miss Clark	Years 5 & 6
	IT Club (25 places)	Mr Simmonds	Years 1, 2, 3, 4, 5 & 6

All clubs will commence during the week beginning Monday 15th April until week ending Friday 11th July.

All Warren Wood free after school clubs are only bookable through Arbor, we will not take any emails from parents/carers asking for their child to attend a club, it must be booked via Arbor only so it's a fair process for everyone.

Booking your child into a club is very easy to do, please follow one set of instructions below depending how you access your Arbor account. Please note that only parents/carers who have parental responsibility for their child will be able to access Arbor.

On the Parent Portal:

1. From the main Parent Portal page, please scroll down to the activities section and click on the field with your child's name and clubs under activities.



2. The **All Clubs** page will list any clubs your child is currently a member of and any clubs that are currently open for them to join. Click on the club to open up that club's information page.
3. The club information page will display membership and timetable information. Any existing membership into the club for your child will be displayed. To sign your child up, simply click on **Register For This Club** in the top right hand corner of the page.
4. From the slide over menu that will appear, the membership period will show what you are signing your child up to e.g. terms 5 and 6 (clubs run approximately for two terms at a time). Please confirm the registration.
5. We will ask you to give electronic consent for your child to attend the selected club, a box will pop up for consent to be confirmed. Simply click yes to confirm that you agree for your child to attend this club.
6. You will then be returned to the club's information page, where the new membership (place for the club) will now be displayed and 'confirmed' in green will show if there is a space available for your child.

Via the Arbor App:

1. To sign up for a club, click the menu icon at the bottom left of your screen and **Select Clubs**. You can then see a list of any clubs your child is currently a member of and any clubs that are currently open for them to join. Click on the club to open up that club's information page.
2. Click a club to access the **Club Overview**. Click **Register For This Club** to sign up.
3. Next, select the period you would like to sign up for. The membership period will show what you are signing your child up to e.g. terms 5 and 6 (clubs run approximately for two terms at a time).
4. You can then simply sign up to the club by pressing the confirm registration button.

Club Allocation – One Club Only

Our clubs have a limit as to how many children can attend and will be allocated on a first come, first served basis via Arbor. **Please do not sign your child up to more than one club, as they will only be able to attend one to make it fair to all children to have the opportunity to attend. Clubs will be checked on Arbor to ensure that children have only been signed up to one club.** Once a club is full, Arbor will not allow you to sign your child up for this.



If places in clubs are still available on Monday 25th March, clubs will then be opened up to allow children to attend more than one if they wish to if there are spaces available, again on a first come, first served basis. An email will be sent out if this is the case to make parents and carers aware.

The parent portal will open on **Monday 18th March at 9.00am**, please do not try to book clubs before this time as the system will not work until clubs go live.

Cancelling a Club

Once you have booked your child into a club through Arbor, if for any reason they no longer want to attend this, please inform us so we can remove them from the club to allow another child to attend.

You will not be able to remove your child from a club via Arbor, the school will need to do this for you. Please email schooloffice@warrenwoodprimary.co.uk to cancel a club place.

Year 6 Walking Home Consent

If your child is in Year 6 and you give consent for your child to walk home at 4.15pm after the club has finished, please ensure that you have given consent through Arbor on the 'Year 6 Walking Home Consent' that was set up in September 2023.

Children in all other year groups will need to be collected promptly by an adult please on the KS1 playground at 4.15pm.

Terms 3 and 4 Clubs Ending

If your child has been attending a Warren Wood after school club during terms 3 and 4, these clubs will finish week ending **Friday 22nd March**. There will be no Warren Wood after school clubs running on Monday 25th March, Tuesday 26th March, Wednesday 27th March or Thursday 28th March.

Even if your child has been attending a club during these terms, their place in the club will finish on Friday 22nd March. A new booking will need to be made for terms 5 and 6 via Arbor.

Years 1, 2 and 6 Intervention Clubs

For the selected children who have been invited to attend an intervention club during these terms, please note that intervention clubs will continue run as normal during the last week of term on Monday 25th March, Tuesday 26th March, Wednesday 27th March and Thursday 28th March.

Intervention clubs will then start up again from week beginning Monday 15th April.



MFSE After School Club

The MFSE paid after school club will continue to run as normal every evening during this term. The last session for this term will be on Thursday 28th March and then start again on Monday 15th April.

The process for booking a place at the MFSE after school club will not change, please contact MFSE directly to book this.

Behaviour Expectations

Your child is expected to follow the correct behaviour when attending an after school club, any poor behaviour may result in your child not being able to attend the club anymore.

If there are behaviour problems from your child, you will be contacted to come and collect your child early from the club.

All clubs are provided by our staff, who volunteer to extend the learning experiences of children.

Please keep the information above for future reference.

Yours sincerely

J Simmonds

Mr Simmonds
Badger Class Teacher / Clubs Lead

