



The Willow Primary School and Broadwaters' Children Centre
Broadwaters Inclusive Learning Community
Adams Road
Tottenham
N17 6HW
Tel: 020 8885 8800
Fax: 020 8885 8809
Email: admin@thewillow.haringey.sch.uk
Website: www.thewillow.haringey.sch.uk
Headteacher: Dawn Ferdinand/Deputy Head: Sarah Harris

Wednesday 6th September 2017

Dear Parent/Carers,

Broadwaters Extended School Services (BESS) – After school clubs and childcare from September to December 2017

The BESS programme for this term will resume on **Monday 18th September 2017**. The clubs will run until **Friday 15th December 2017 (excluding Monday 23rd October - Monday 30th October 2017 – half term school holiday) a total of ten weeks (9 weeks for Monday)**. Please use the timetable and forms attached to choose the clubs that you would like your child to attend. There are a **limited number of places** for each activity and they will be offered on a **first come, first serve** basis.

*Parents/Carers who have given the school their email address will be able to book and pay for activities online via MYCHQ. See the attached document for instructions on using the MYCHQ BESS booking system. **50% of the BESS places will be available online via MYCHQ.***

We are **providing our usual interim arrangements of £4 per evening from 3.15-4.30 pm and £9 from 3.15-6.00pm until clubs start**. Please book at reception and pay on the day/in advance. *We cannot take a booking unless payment is received.*

From Monday 11th September – Tuesday 12th September we will be accepting **FULL payments with completed forms** (cash only) from 8.15am. In the middle dining hall, and at 3.15pm each afternoon (in Uma's office). We appreciate your patience with queues on these days. We will go live online on our Mychq booking system on **Monday 11th September** for parents that want to book on MYCHQ. If you want to use this system please see our admin officer Seniha. Please book clubs at the assigned times so we can ensure fairness in the allocation of spaces.

Please read the attached document *carefully* as changes have been made. Your child **will not** be allowed to attend a club if full payment has not been received. **Please note that if you owe monies to the school in any form, we cannot accept your form until agreements for payment have been made.**

Please remember to **collect your child promptly at 4.30pm after the club finishes from our reception area** (if you arrive late you may be charged). If your child has been booked into childcare (4:30-6:00pm) they will be taken directly after the club finishes.

We are continuing popular clubs following parent/carer feedback, and have revised those clubs which were less popular. Clubs are changed regularly to ensure difference for regular attendees. **Fashion club is coming back by popular demand.**

Once sessions are booked, your place is secured, and therefore, *we are unable to refund monies paid unless cancelled by us*. This includes missed sessions due to illness, appointments, class trips, children leaving the school etc. for both childcare and clubs. Thank you for your co-operation. **Cheques are no longer accepted for payment.** Payment can be made via Bank transfers and PayPal. **If you're using the queuing system to pay in person, cash ONLY will be accepted.**

As always feedback is welcome and much appreciated, so please contact us for more information or to suggest new clubs/ideas. Email: admin@thewillow.haringey.sch.uk

Lee Kaur
Senior Admin/HR Assistant



Explanation of Clubs and special conditions: (Please take time to read before booking)

Club name	Club detail and aims	Club age range	Notes/Special information
Little League Football	A younger football club aimed at improving all motor skills and encouraging teamwork in a fun way.	For younger children, 5-7 only (Rec to Year 2)	Casual PE dresswear needed. Run by internal staff.
Soft Play	A fun, energetic and relaxing club.	Year Rec-2	Run by internal staff, no special dresswear needed.
Archery club	Children will have a fun time practicing the skill of an archer.	Year 1-6	Run by an external agency
Circus Club	A club to learn different circus skills	Year 1-6	Run by an external agency
Volleyball Club	Fast, fun and great for all-round fitness provides an opportunity for players who enjoy volleyball to participate in a quality program	Year 3-6	Casual PE dresswear needed. Run by an external agency
Drama	To learn vital confidence building skills to promote voice, movement and to produce a show at the end of term.	For younger children, 5-7 only (Rec to Year 2)	Run by an external agency Solestar who work in Haringey.
Gymnastics younger/older	Aimed at learning fun skills in stretching, co-ordination, motor skills. Leads to accreditation.	For all ages – two clubs run for both older and younger children	Casual PE dresswear needed.
Stay and Play/ICT	A fun, energetic and relaxing club where the children get to use the school's facilities such as ICT, Playground, in organised play.	For all ages	Run by internal staff, no special dresswear needed.
Swimming	A club to teach your child to swim. Children are given ONE whole term of swimming once they are allocated a place. Please note the swimming pool is very warm.	For ages 7 and under only due to size of pool and swim lengths possible.	Swimwear, towel needed. Children are only allowed to swim for 1 term unless there are spare places. External swimming tutor.
Street Dance	Uses pop music to learn dance moves, routines and produce a show at the end of term.	Year Rec-3	Run by an external agency Solestar who work in Haringey.
Foodie Fun	A relaxed club aimed at fun with food and a calm activity area.	Year Rec- 3	Food container needed every Wednesday.
Hands Up!	A fun art club for younger children with a chance to enjoy the art room/facilities.	Rec to Year 3	Run by internal staff.
Cookery Crew	To learn life skills in cookery and make dishes with the skills learnt.	For older children 7+ (Year 3-6)	Run by internal staff. Food container needed every Thursday.
Fashion Club	Exploring diferent types of fashion around the world.	For older children 7+ (Year 3-6)	Run by internal staff.
Multi-Sports	Sports club combining several different activities in one club	Year 3-6	PE kit/casual wear needed Run by an external agency
Games and Movies	Just pure play and fun in a relaxing environment at the end of the week.	All ages	No special equipment needed.

BESS Activities Timetable – Monday 18th September 2017 to Friday 15th December 2017 (Excluding Monday 23rd October –Monday 30th October 2017 – HALF TERM)

Activity	No	Day /Time/Venue	Time	Total Cost for 10 weeks	TICK your choice
Soft Play Year Rec,1,2	12	Monday (Soft play area) 3.30-4.30pm	1 hour	£27 (£3) 9 weeks	
Foodie Fun Year Rec, 1, 2,3	14	Monday (Life Skills Room) 3.30 – 4.30pm	1 hour	£36 (£4) 9 weeks	
Archery Club Year 1,2,3,4,5,6	14	Monday (Playground) 3.30 - 4.30pm	1 hour	£36 (£4) 9 weeks	
Circus Club Year 1,2,3,4,5,6	12	Monday (Dance Studio) 3.30 - 4.30pm	1 hour	£36 (£4) 9 weeks	
Volleyball Club Year 3,4,5,6	15	Tuesday (Dining Hall) 3.30-4.30pm	1 hour	£30 (£3)	
Gymnastics Younger Year Rec,1,2	15	Tuesday (Main Gym) 3.30 - 4.30pm	1hour	£40 (£4)	
Little League Football Year Rec, 1,2	15	Tuesday (Outside MUGA/Dinning Hall) 3.30 - 4.30pm	1 hour	£30 (£3)	
Swimming Year Rec,1, 2	6	Tuesday (Swimming Pool) 3.30 – 4.30pm	30-40 mins	£80 (£8)	
Street Dance Year Rec, 1,2,3	18	Wednesday (Music Studio) 3.30 – 4.30pm	1 hour	£30 (£3)	
Stay and Play/ICT Rec, 1,2,3,4,5,6	15	Wednesday (Play areas & ICT suite) 3.30 - 4.30pm	1 hour	£30 (£3)	
Soft Play Year Rec,1,2	12	Wednesday (Soft play area) 3.30-4.30pm	1 hour	£30 (£3)	
Swimming Year Rec,1, 2	6	Wednesday (Swimming Pool) 3.30 – 4.30pm	30-40 mins	£80 (£8)	
Stay And Play Rec, 1,2,3,4,5,6	15	Thursday (Play areas) 3.30 - 4.30pm	1 hour	£30 (£3)	
Gymnastics Older Year 3,4,5,6	15	Thursday (Main Gym) 3.30 - 4.30pm	1hour	£40 (£4)	
HANDS UP! Year Rec,1,2,3	20	Thursday (Art Room) 3.30 – 4.30pm	1 hour	£30 (£3)	
Cookery Crew Year 3,4,5,6	14	Thursday (Life Skills Room) 3.30 - 4.30pm	1hour	£40 (£4)	
Fashion Club Year 3, 4, 5, 6	12	Friday (Art room) 3.30 – 4.30pm	1 hour	£30 (£3)	
Drama Year Rec,1,2	18	Friday (Dance Studio) 3.30 – 4.30pm	1 hour	£30 (£3)	
Multi-Sports Club 1,2,3,4,5,6	18	Friday (Main Gym) 3.30 - 4.30pm	1 hour	£30 (£3)	
Games/Movies Year Rec, 1,2,3,4,5,6	20	Friday (Dining Hall) 3.30 – 4.30pm	1 hour	£30 (£3)	

**BESS Activities Timetable – Monday 18th September 2017 to Friday 15th December 2017
(Excluding Monday 23rd October – Monday 30th October 2017 – HALF TERM)**

You must read and sign the document entitled After School Club Guidelines which follows this page

Childs Name:

Child's Class

Sign:

Please identify 2-3 adults that can collect your child on your behalf other than yourself.

Name	Relation	Pick-up Password

After School Club Guidelines

I agree as a parent/carer to pick up my child promptly from the after school club activity at 4.30pm.

I understand that if I do not pick up my child, they shall be placed in the after school club childcare and I shall be charged accordingly (£5 first 15minutes late, £10 thereafter further 15 minutes) which I will be expected to pay on the spot. If unable to do so, I must arrange to pay the fine the next available school day or risk losing my child’s space on the club.

I agree to pay the costs in full of the club before my child starts attending, and understand that refunds will only be given if the school has to cancel the club/activity and cannot allocate the child to another club space (ie swimming). I understand that I am unable to put my child into a club if I have existing monies owed to the school, or if I have not paid in full for the club in advance, or agreed a payment plan.

I understand there will be no refund of monies if my child is unable to attend a club due to an appointment, school trip/activity, or if the child leaves school or has an illness. I understand that once booked, the club space/childcare booking remains in place for the length of the term.

I will inform the school if my child is **not** going to attend an after school club.

I will abide by the Willow home school agreement guidelines for conduct and my child too.

SIGNED:

NAME of Parent/carer: _____

Child’s Name and class: _____

DATE:

Childcare services

BESS provides afterschool childcare service for parents from 3:15 p.m. to 6:00pm for children from The Willow and Bruce Grove Primary School.

This includes attending a standard club, a light snack and childcare after the club (and if your child attends Bruce Grove Primary School, collection from the school).

Charges are as follows:

Daily	£9.00
Weekly	£45.00

The childcare service is booked in advance by each calendar month, paid for by BACS and is paid for in advance regardless of whether your child attends each session or not.

BANK DETAILS for payments:
Please use your child’s name, and the following codes to identify them. BESS-clubs only, CHC-childcare only, DM-dinner money
A/c Name: The Willow Primary School
A/c No: 00858137
Sort Code: 30-99-86
Bank Name: Lloyds TSB
PLEASE NOTE WE DO NOT ACCEPT CHEQUES

