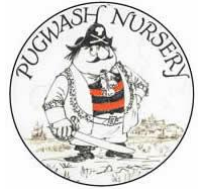




Rye Community Primary School & Pugwash Nursery
The Grove, Rye, East Sussex TN31 7ND
www.ryeprimary.co.uk

01797 222825
office@ryeprimary.co.uk

Executive Headteacher: Mr Barry Blakelock
Head of School: Miss Kelly Martin



01797 228695
pugwash@ryeprimary.co.uk

25th October 2019

Dear Parents and Carers,

Please find details overleaf of all Premier Sports, After School Clubs and Holiday Clubs taking place throughout this academic year. We hope you will find this helpful as it will enable you to plan ahead.

If you would like to book your child on any of the clubs listed please follow the steps listed below....

- Select the club your child would like to join. Clubs will become available to book on the last day of the previous term.
- Visit the school website, click on the Parents tab, Parent Event Booking and then click the link to book. This will take you to the Parents Evening System Website.
- Alternatively you can type the following in your web browser
<https://ryeprimary.parentseveningsystem.co.uk/>
- Follow the instructions to sign in. Once signed in you will see and be able to book the clubs available to your child. If the club is full then you will not be able to book but you will be able to place your child on the waiting list.
- If your child is entitled to Pupil Premium then please specify if you would like to use your child's entitlement towards an after school club, this can be done when booking online by clicking **add a note** and typing **Pupil Premium** in the text box.
- Once your child's place is booked please make payment online via SCOPAY, this is our preferred payment method. Please ask at the school office if you require login details. Alternatively cash or cheque payments, in a named envelope, can be made at the school office. *To guarantee your child's place please ensure payment is made within 1 week of booking. If payment is not made within this time then we may have to make the place available to another child.*
- If you do not have internet access or are having difficulties in booking then please call the school office and we will be able to book for you.

In line with safeguarding procedures may we remind you that it is your responsibility to let us know if your child is unable to attend an after school club. We will be contacting parents if a child does not attend when they are expected to do so. Please let us know in advance by writing in their blue book or contacting the school office.

Yours sincerely

Miss K Martin
Head of School