**HOLY TRINITY C.E.(A) PRIMARY SCHOOL**



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 Website: [www.holytrinity-cuckfield.w-sussex.sch.uk](http://www.holytrinity-cuckfield.w-sussex.sch.uk/)

 Headteacher: Mrs. Ann MacGregor

**Thursday 24th October 2024**

Dear Club Providers,

Thank you so much for all that you have done over the last academic term at Holy Trinity, Cuckfield for our children. They have all thoroughly enjoyed the sessions and learnt many new skills. We are hoping that you would like to return to our school and provide for our children again in the Spring Term 2025!

The academic dates for the Spring Term are as follows:

**Monday 13th January – Friday 28th March 2024 (10 weeks)**

We will try to keep you updated as much as possible with other key dates that arise and may affect you such as trips and sports days by sending out the end of term key dates. However, some things often do need to change last minute and we will do our very best to inform you of these changes. We would therefore kindly ask that you regularly keep an eye on our school websites online calendar <http://www.holytrinity-cuckfield.w-sussex.sch.uk/web/calendar/9242> as well or please do feel free to pop into the office/call the office to check for a few weeks ahead in order to assist you with the running and organisation of your club/music lessons.

In order for you to run your club here at Holy Trinity we would ask that **all** coaches/instructors have a **valid DBS certificate and have been on a child protection/safe guarding training and at least one member of staff on site is First Aid trained**. We must see copies of all of these certificates prior to the club commencing unless we received them in the Autumn. The NSPCC are running child protection/safeguarding courses for schools for only £30.00 - <https://learning.nspcc.org.uk/training>

**Pupil Premium Children and School Staff Children**

All of our Pupil Premium Children are being offered one ‘free’ club to attend of their choice which the school will pay for and you will need to invoice the school for this to be paid to you. Pupil Premium Children’s parents and School Staff children will be sent the list of clubs and will have the opportunity to sign their child up for a space at one of these clubs (limited to three spaces per club) by **Friday 15th November 2024**. School staff children will be paying for their club space but are just having their space reserved.

I will then be in contact with you as a club provider to inform you if you have any Pupil Premium children signed up for your club by **Friday 22nd November 2024** and then on **Monday 25th November 2024**, the registers can go live for parents to book their children on. Please can I also ask that the cut off for any parents to book their child a place at the club is **Monday 6th January 2025** (no live registers) and registers must be submitted to me by **Wednesday 8th January 2025** so that these are in place and can be emailed out to staff by the **Monday 13th January 2025**.

Please can we remind you that it is down to you as the club provider to liaise with the parents and keep a register of all pupils in attendance. You must also inform all parents if you can’t run the club for any reason i.e. illness. We must also have a **copy of the register and music timetables at the start of each term**.

Best wishes,

Claire Page