

## ST. JOSEPH'S PRIMARY SCHOOL

### AFTER SCHOOL ACTIVITIES

#### TERM 1

Dear Parent/Carer

- Please see attached the programme of After School Activities for Term 1. This information is also available from the 'Parents' section of the school website [www.stjosephscarryduff.com](http://www.stjosephscarryduff.com). Often we are asked to clarify some aspects of the after school activities programme. Please see below some additional information that explains our approach
- Start and finishing dates for activities sometimes vary. Most often this is caused by accommodating school closures in the schedule or to facilitate preparation for specific events e.g. Christmas and/or Spring concerts. The start and finishing dates for each activity are set out in in the ASA grid. A list of school closures for 2018-19 can be accessed at in the 'Parents' section of the website.
- All places are given on a '**first come, first served**' basis and the number of participants cannot be exceeded. In most cases children receive a place in the activity of their choice. For example, the ICT Club and P2/3 Art Club were the only activities which where oversubscribed during the 2017-18 school year.

However, due to increasing demand for some activities, it is occasionally necessary to place children's names on a Waiting List. Any child on the Waiting List is guaranteed a place for the following term. Places are allocated to these children before registration for the following term commences. By using this Waiting List method, we try to ensure every child has the opportunity to attend their chosen activity by the end of the school year.

- After school activities which are provided by school staff are free of charge. There is a charge for activities provided by outside agencies and payment should be made directly to the tutor or coach concerned.
- A registration evening is held at the start of each term which necessitates parents attending to enrol their child(ren) in the activities of their choice. We appreciate that this event may cause some degree of inconvenience for parents.

The school has been continually reflecting on the registration process and has explored other methods including online registration. There are particular difficulties with each of the other approaches explored including, the requirement for parents to make payments directly to individual tutors/coaches and the school's capacity to design and construct a suitable online booking system.

- It is important to remember that the registration process also needs to work efficiently for school staff who have other significant demands on their time. Therefore, we feel that the current registration system is the best we can offer at present although we will continue to keep it under review. If you feel you might have a useful suggestion about how we might improve the registration process, please share it with Mrs Rogan who would be happy to explore it further.

### **\*\*REGISTRATION FOR TERM ONE\*\***

- This term registration will be **Tuesday 11<sup>th</sup> September at 5.00pm-5.30pm** in the **School Hall**.
- Registration desks for each activity will be clearly signposted. If you would like to collect an enrolment form for more than one activity, please prioritise your choices and move from one queue to another.
- If you wish to register for an activity provided by an external agency (e.g Soccer/Basketball), please bring the required amount of money to give to the coach at the registration desk.
- Please note, for securing a place in Drama, Doireann has launched a new online system. She requires you to book online at [www.dramatime.co.uk](http://www.dramatime.co.uk). Therefore, Doireann will **NOT** be at the registration evening.
- For queries related to Dance or Drama, please contact the coaches directly.  
**Doireann (Drama)- 07533342538 or email [info@dramatime.co.uk](mailto:info@dramatime.co.uk)**  
**Alanna (Dance)- 07793060609**
- The enrolment forms must be returned to the school office. no later than **Friday 14th September. Any form not returned by this date will not be considered and places will be reallocated to the next child on the waiting list.**
- When the activities commence, it is **imperative** that children are collected promptly at the end of their chosen activity. All children should be collected from the Parish Hall or main school building. **Please remind pupils to wait at the school office in the unlikely event of late collection.**