

Dear Parents and Carers,

- **SPRING TERM clubs start Monday 13th January and finish Friday 28th March 2025**

IMPORTANT INFORMATION

Back in the autumn term, we were aware the system was overwhelmed with people signing up to clubs. This possibly caused the booking system to crash. To try and avoid this happening again, we are trialling a staggered sign up time for KS1 And KS2 as below:

YEAR 1 & 2 BOOKINGS OPEN AT 7PM on MONDAY 6th JANUARY
YEAR 3 TO 6 BOOKINGS OPEN AT 8PM on MONDAY 6th JANUARY

- You can access the online booking system via this link <https://broadwaterce.schoolcloud.co.uk/> Enter your details and your child's details. Click "Log in" and "Continue".
- All the clubs that are relevant to your child (children) will appear in separate tabs for you to review.
- **Please check with your child that they wish to attend the club before booking – this avoids cancellations in the first few weeks**
- To obtain a place, please go to the club you want your child to join and click "**book a place**". You will immediately either receive a message saying your booking has been made successfully and you can click the "**continue**" button. Don't forget to log out when you have finished. You will receive an email to confirm your place.
- If your child fails to attend a club on two occasions, we will contact you and the place will be given to another child
- **If your child is unable to attend a club that they are registered for, please let the office know and we can advise the club leader. non attendance is treated in the same way as an absence from school and we are required to find out the child's whereabouts for their safety.**
- Please ensure your child has their PE kit or relevant kit. For football club please supply football boots and shin pads (the field will be muddy at times) **IF YOUR CHILD DOES NOT HAVE PE ON THE DAY OF THEIR CLUB, PLEASE SEND THE KIT IN WITH YOUR CHILD IN THE MORNING.**
- In the event of rain on an outdoor club day - Please telephone after approx. 2.15pm by which time a decision would have been made and there will be a club's answerphone message which will let you know if any clubs have been cancelled.

Kind regards,

Mrs Jefferson – Clubs Administrator