London Borough of Enfield

**PRINCE OF WALES**
PRIMARY SCHOOL



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22nd November 2018

Dear Parent/Carer,

**RE: Enrichment activities and collection arrangements for Spring Term 2019**

We are coming to the end of the first term of our ‘*enrichment and change to the school day’* trial. I remind you that **this is a trial** and that we regularly review the outcomes for pupils as well as for the staff who lead the activities and for the class teachers. We hope that by the final review in the summer term 2019 we conclude together that we are happy to continue the following school year.

So far, pupils have been enjoying a wide range of physical, creative and informal learning activities; socialising with each other and developing life skills that we would otherwise not have been able to offer. They have been particularly beneficial for (the majority of) pupils who participated well, allowing their peers and lead adult to enjoy this time constructively together.

In order to make the Spring Term even more successful, pupils as well as their parents/carers must take note of the following conditions that must be followed to ensure an enjoyable experience for all, when signing up for the next activities:

1. Pupils’ attitudes and behaviour

It is an expectation that pupils follow adults’ instructions at all times, follow school rules and keep themselves and others safe. If a pupil’s behaviour is a concern, they will be reminded of the need to change this. Failing this, a conversation will be held with their parent/carer. If the behaviour doesn’t change, there is the likelihood that the privilege to attend this (mostly free) after-school activity will be withdrawn.

1. Parents’/carers’ collection arrangements

Collection at 3:30pm must be on time. Persistent late collection will result in the child losing their place.

If a child has to be collected early, instead of going to enrichment, the school office must have been informed by 2:00pm so that arrangements can be made. Once pupils have gone to enrichment, the office will be unable to get your child, as staff will be too busy.

When collecting your child at 3:30pm, please be aware that support staff are not familiar with all the adults that collect your child. You must ensure that the school office has your up to date collection information. Parents/carers must walk over to their child and not wave from a distance. Please be patient when waiting for your child to be handed over.

All the above conditions must be met for the enrichment to be a success. Thank you for your cooperation.

**How to sign up for Spring Enrichment**

Attached on a separate sheet, you will find the Spring Term Enrichment form. As before, spaces in each activity are limited. Please go to our website <http://www.princeofwales.enfield.sch.uk/parents/enrichment-activities/> and read the activity descriptions carefully to discuss the choices with your child. For your child to be happy in an activity they should have a say in their preferred activities.

To ensure signing up is quicker and smoother than the last time, we ask you to complete your child’s preferences on paper and to bring to school as soon as possible. Return slips will be dated by staff when they come in. Spaces will be allocated on a first come basis and will fill up quickly.

Yours sincerely,

Mr Jan M Bless

Headteacher