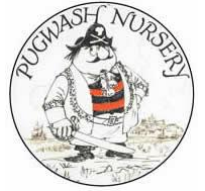




Rye Community Primary School & Pugwash Nursery
The Grove, Rye, East Sussex TN31 7ND
www.ryeprimary.co.uk

01797 222825
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Executive Headteacher: Mr Barry Blakelock
Head of School: Miss Kelly Martin



01797 228695
pugwash@ryeprimary.co.uk

29th November 2018

Dear Parents and Carers,

Please find details overleaf of After School Clubs taking place during Term 3.

To make booking more efficient, we have changed the way you book your child on to an after school club. If you would like to book your child on an after school club please follow the steps listed below....

- Select the club your child would like to join.
- 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 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 Schools Cash Office, 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 place please ensure payment is made within 1 week of booking.
- If you do not have internet access then please call the school office and we will be able to book for you.

We hope you will like the new way of booking after school clubs, by booking in this way, it will be much clearer if your child has gained a place on an after school club. However if you are having difficulties booking please speak to the school office.

Yours sincerely

Miss K Martin
Acting Headteacher