



RANDALL PLACE CAMPUS

(Nursery, Reception, Year 1, Year 2, Year 3)

Randall Place, Greenwich SE10 9LA

☎ 020 8858 2472

✉ admin@jameswolfe.greenwich.sch.uk

ROYAL HILL CAMPUS

(Year 4, Year 5, Year 6)

Royal Hill, Greenwich SE10 8RZ

🌐 www.jameswolfe.greenwich.sch.uk

Tuesday 28th March 2023

Dear Parents of Children in Years 1-6,

Our After-School Activities will be available for booking from **Friday 31st March 2023** for the Summer Term. As previously, in order to access these activities, you will need to book and pay online using the same system that we use for booking our Breakfast Clubs.

Booking Places Online

Parents who would like their child to attend an After-School Activity will need to book their place online using the James Wolfe Activities page on SchoolHire. Please click on <https://jameswolfe.schoolactivity.co.uk> to create your account, if you have not already done so (in order to book Breakfast Club or previous activities), and make your booking. Places will be allocated on a first-come, first-served basis.

To create your account, click on the 'Login' button and then 'Create your SchoolHire account'. The process is quick, simple and free of charge. Once you have filled in the fields, you will be logged in automatically. We very much recommend that you do this before bookings open, so that you are ready to book at that time. We ask that parents use their full names on their accounts, so that we may identify them more easily.

Once bookings open, you will need to add the activity you wish to book to your basket and then go to the checkout. **Please ensure you only select activities for your child's year group.** If you have more than one child and you also wish them to attend an activity, you can add another booking before checking out. **Activities commence the week of Tuesday 2nd May 2023 and will run for ten weeks, ending on Thursday 13th July 2023.**

Bookings open at 12pm on Friday 31st March.

Payment is required at the time of making the booking. When making payment, you should select the following option from the drop down box titled 'Payment Options':

1. *Pay total amount now using payment card.* This will take the full payment for your booking.

Pupil Premium Bookings

As a result of some additional funding, we are able to offer **one** free place at an After-School Activity to those children eligible for Pupil Premium. Usually this means that they are currently in receipt of the benefit Free School Meals (not the Universal Free School Meals given to all children in Years R-2). In order to take advantage of this, please set up your account and then let the school know.



James Wolfe
Primary School
with Centre for the Deaf

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We will then make available a second payment option to you:

2. *Pay venue directly.*

This option will allow you to check out without payment. You will not need to actually pay us. Please note the first-come, first-served allocation of places applies to Pupil Premium children too, so please set up your account and inform us you have done so before bookings open. Those of you who have already done this and have previously used the 'pay venue directly' option do not need to do anything, as it will already be available to you. **Please note you may only book one free activity per child. Any secondary bookings will need to be paid for.**

Activities

Activities at Randall Place run from 3.30pm until 4.30pm. Activities at Royal Hill run from 3.15pm until 4.15pm. Activities have varying availability (between 24 and 30 places) and prices (from £5.00 to £7.00 per session).

Agreement

Please note that we will cancel any booking made for a child who is not in the appropriate year group or any secondary **free** bookings for Pupil Premium children.

By applying for an activity, you agree to the following:

My child will attend every week booked.
My child will follow the school behaviour policy.
I will inform the school office in advance if my child cannot attend.
I will collect my child on time -- 4.15pm from Royal Hill / 4.30pm from Randall Place.
My child will have his/her P.E. kit and a water bottle in school for all physical activities.
I understand that children in Years 1-3 must be collected by a parent or person aged 16+.

Yours sincerely,

Headteacher