



EXCALIBUR PRIMARY SCHOOL
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14th December 2018

Dear Parent/Carer,

For the new term of after school clubs (January 2019), the booking process will be done in a different way.

All bookings will now be done via ParentMail.

You will complete a form on ParentMail which will ask you to indicate which clubs you would like to book.

Attached to this letter is a user guide of how this works.

Once you have submitted the form, the replies will be collated, and pupil numbers counted. Should the club be oversubscribed we will advise you.

An email will be sent out during the first week of term to indicate when the after school booking form will be live on ParentMail.

As usual, places will be allocated on a first come first served basis.

ASM clubs will be booked via their flyers as usual and will be distributed once we receive them.

If for any reason you are unable to book a place via ParentMail, a paper copy of the letter can be requested from the school office.

Yours sincerely,

Nicky King
Admin Assistant

