



Coopers Lane Primary School

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Head Teacher: Mr Paul Hooper

21st November 2017

Dear Mums, Dad and Carers,

RE: CLUB BOOKING FOR SPRING TERM

In preparation for the Spring Term, after school clubs will be available to book from **Monday 27th November 2017 at 12.00pm**, and the Office will be accepting registration via iPads for those parents without Internet access. The last day to sign up for any club will be on **Monday 11th December 2017 at 5.00pm**.

Places for all clubs must be booked online using the [ParentPay](#) system, on a first come, first served basis, and payments must be made prior to the start of each club. Payment can be made in one termly payment or split into two half termly payments. Each place must be booked for a whole term and the payment cannot be refunded if your child decides they no longer wish to attend. It is no longer possible to book a place adhoc. If you have any outstanding balances for previous clubs, please ensure they are up to date as future club bookings may be affected.

PUPIL PREMIUM: If your child is entitled to Pupil Premium, your child will still be eligible for one free sports club and one free academic club. Please email permissions@cooperslane.org to book the free choices of clubs stating the following information: Child's Name, Child's class, what sporting activity they wish to attend and what academic club they wish to attend. If you wish your child to attend more than these two free clubs, you will be required to book and pay for them via ParentPay. Emails **will not** be accepted from families **not entitled** to Pupil Premium and we will only be accepting emails from Monday 27th November.

If you pay by childcare vouchers, please send your remittance advice notification to permissions@cooperslane.org stating your child's name and the club you have paid for using your vouchers. If we do not receive your email by the time the club is fully booked, we will not be able to offer your child a place.

If you have any queries about after school clubs, please speak to the office.

Yours sincerely,

James Mole
Deputy Head Teacher



HEALTHY SCHOOLS
LONDON

Day	Club	Year Group	Time	Start Date	Finish Date	Cost per Term (Full Payment)	Half Payment (2nd payment will be due 16.3.18)
Monday	Gymnastics	Reception	11.45-12.30	08/01/2017	26/03/2017	£33.00	£16.50
	Art	Years 1 - 3	3.30-4.30	08/01/2017	26/03/2017	£33.00	£16.50
	Multi-skills	Years 1- 6	3.30-4.30	08/01/2017	26/03/2017	£22.00	£11.00
	Basketball & Netball	Years 1- 6	3.30 - 4.40	08/01/2017	26/03/2017	£33.00	£16.50
	Archery	Years 1 - 3	3.30-4.30	08/01/2017	26/03/2017	£33.00	£16.50
	Fencing	Years 4 - 6	3.30-4.30	08/01/2017	26/03/2017	£33.00	£16.50
Tuesday	Football	Nurs & Rec	3.30-4.30	09/01/2017	27/03/2017	£33.00	£16.50
	Tennis	Years 3-6	3.30-4.30	09/01/2017	27/03/2017	£27.50	£13.75
	Drama	Years 4-6	3.30-4.30	09/01/2017	27/03/2017	£33.00	£16.50
	Art	Years 4 - 6	3.30-4.30	09/01/2017	27/03/2017	£33.00	£16.50
	Showtime Dance	R - Year 6	3.30-4.30	09/01/2017	27/03/2017	£27.50	£13.75
Wednesday	Football	Years 1-2	3.30-4.30	10/01/2017	28/03/2017	£33.00	£16.50
	Street Dance	Years 1-6	3.30 – 4.30	10/01/2017	28/03/2017	£27.50	£13.75
	Signing Choir	Years 3-6	3.30 – 4.30	10/01/2017	28/03/2017	No charge	No charge – email post@cooperslane.lewisham.sch.uk
	Dodgeball	Years 3-6	3.30 – 4.30	10/01/2017	28/03/2017	£27.50	£13.75
Thursday	Gymnastics	Years 1 & 2	11.45-12.30	11/01/2017	29/03/2017	£33.00	£16.50
	Gymnastics	Years 3 - 6	3.30-5.00	11/01/2017	29/03/2017	£55.00	£27.50
	Football	Years 3 & 4	3.30-4.30	11/01/2017	29/03/2017	£33.00	£16.50
	Drama	Years 1-3	3.30-4.30	11/01/2017	29/03/2017	£33.00	£16.50
	Football	Years 5 & 6	3.30-4.30	11/01/2017	29/03/2017	£33.00	£16.50
Friday	Lacrosse	Years 1 - 3	2.30-3.30	12/01/2017	23/03/2017	£30.00	£15.00
	Archery	Years 4 - 6	2.30-3.30	12/01/2017	23/03/2017	£30.00	£15.00
	Multi-skills	Years 1- 6	2.15-3.15	05/01/2017	23/03/2017	£22.00	£11.00

HOW TO BOOK YOUR CHILD'S CLUB FOR NEXT TERM

- To book your child's club, log in to your account and click **'Pay for other items'**.

The screenshot shows the ParentPay website dashboard. At the top, there is a navigation bar with the ParentPay logo and links for Home, Parent Account, Communication, Profile, and Help. A Logout button is in the top right corner. Below the navigation bar is a blue header with the text 'Welcome, Parent Name (email address)' and a shopping cart icon. The main content area is divided into a left sidebar and a main panel. The sidebar contains links for 'Child's Name' (with a person icon), 'Add child' (with a plus icon), 'Payment items' (with a right arrow), 'Transaction history' (with a plus icon), 'View school and caterer' (with a plus icon), and 'ParentPay support' (with a plus icon). The main panel features a 'GLOBAL MONEY WEEK' banner with the text 'WIN a £50 nimbl top up...' and 'If your child is an aspiring blogger, this competition is for them!'. Below the banner is a card for 'Child's Name' with a person icon and a prominent yellow button labeled 'Pay for other items' with a red circle containing the number '1'. At the bottom of the main panel are two buttons: 'View all items' and 'Set up Parent Account'.

- Choose which club you would like your child to attend by clicking **'view details and pay'**.

The screenshot shows the 'Payment items' section of the ParentPay website. The left sidebar is identical to the previous screenshot. The main panel displays a list of payment items under the heading 'Payment items'. The first item is 'Child's Name - Mon Fencing Year 1-6 1/2 Payment', marked as 'New' in a red box. It includes the text 'Mon Fencing Year 1-6 3.30pm to 4.30pm Starts 24th April 2017 - 10th July 2017 1/2 payment is required to book this club now and the other 1/2 payment will be required by half term.' and a price of 15.00. A blue button labeled 'View details and pay' is next to it. The second item is 'Child's Name - Mon Fencing Year 1-6 Full Payment', including the text 'Mon Fencing Year 1-6 3.30pm to 4.30pm Starts 24th April 2017 - 10th July 2017 Full payment is required to book this club' and a price of 30.00. A blue button labeled 'View details and pay' is next to it.

- Once you have clicked 'view details and pay' a payment box will appear and you can choose to 'pay by parent account' to pay with money you have already added to your account or if you 'add to basket' you can pay for multiple clubs by card.

If you are paying full payment, please pay the maximum amount.

If you are paying a half payment, please pay the minimum payment. The second payment will be due by 16th March 2018.

- Your club is now booked.

The screenshot shows the ParentPay website interface. At the top, there is a navigation bar with 'ParentPay Home | Parent Account | Comm' and a 'Logout' button. Below the navigation bar, there is a 'Welcome,' message and a 'Parent Name (email address)' field. On the left side, there are icons for 'Child's Name' and 'Add child'. The main content area shows a list of 'Payment items' with a 'New' badge. A modal window is open in the center, titled 'Child's Name - Mon Fencing Year 1-6 Full Payment'. The modal contains the following information: 'Mon Fencing Year 1-6 3.30pm to 4.30pm Starts 24th April 2017 - 10th July 2017...' with a 'more...' link. Below this, there is a section for 'How many would you like to buy?' with a text input field containing '1' and a range of 'Min - 1 / Max - 1'. The next section is 'How much would you like to pay?' with a text input field containing '£ 30.00' and a range of 'Min - £30.00 / Max - £30.00 (set by school)'. Below this, it says 'Limited availability: 30 remaining' and 'Total cost: £30.00'. At the bottom of the modal, there are three buttons: 'Pay by Parent Account', 'Add to basket', and 'Cancel'. There is also a 'What is this?' link next to the 'Pay by Parent Account' button. In the background, there is a shopping cart icon and a list of items with 'View details and pay' buttons.

If you require any assistance, please do not hesitate to contact the office on 020 8857 7680.

Please note that the office will not be open during the Christmas holidays. During this time, you can contact Parentpay support – <https://www.parentpay.com/parents/using-parentpay/help-and-support>.