

CLUB ATTENDANCE REMINDER

Dear parent/carer,

I am writing to you today to remind you of the importance of informing the school if your child will not be attending any of the clubs they have signed up for after school.

As you are aware, our school offers a wide range of extra - curricular activities that our children can participate in. These clubs are a fantastic opportunity for our children to develop their skills, interests and make new friends.

We would like to remind parents that if your child is unable to attend a club session, you must inform the school before 3pm on the day of the club booked, by emailing finance@tma.bucks.sch.uk. **Please do not leave messages with staff or reception.**

If we do not receive any notification via email to Finance of your child's absence from club activities, we will assume that they are no longer interested in attending and may remove them from the club register. This will enable us to allocate the place to another child who may be on the waiting list.

We understand that there may be unforeseen circumstances that prevent your child from attending a club session. However, it is essential that you keep us informed to enable us to make the necessary arrangements.

Thank you for your cooperation in this matter. If you have any further queries, please do not hesitate to contact us.

Finance Department
Two Mile Ash School