



HIGHWOOD PRIMARY SCHOOL 'Always aiming HIGHER'

Loves Green, Highwood, Chelmsford, ESSEX. CM1 3QH

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2nd June 2026

AFTER SCHOOL CLUBS- SEPTEMBER 2026

Dear Parents and Carers,

We are writing to keep you informed about the current provision of our afterschool clubs and to share an important update regarding their future.

Over recent terms, we have carefully reviewed both the cost of running these clubs and the level of pupil participation. Unfortunately, due to low attendance, the clubs are currently operating at a significant financial loss. While we remain committed to offering afterschool opportunities, this situation is not sustainable without sufficient uptake.

To be financially viable, afterschool clubs require a minimum number of pupils and advance commitment, with payment made for the full half term. This allows us to plan effectively and ensure costs are covered.

As a result, unless interest increases and families are willing to sign up and pay in advance for a full half term, we may have no option but to discontinue some or all afterschool clubs. The funds currently used to subsidise these losses could instead be redirected to support a wider range of activities and enrichment opportunities during the school day, benefiting a greater number of pupils.

We therefore ask parents and carers to confirm by **Thursday 3rd July** whether they would like their child to attend any afterschool clubs running on **Tuesdays, Wednesdays, or Thursdays** in September. Advance signup by this date, along with payment, will enable us to determine whether these clubs can continue.

Thank you for your understanding and continued support of the school. If you have any queries please do not hesitate to contact us.

Yours sincerely,

A handwritten signature in black ink that reads 'A.M. Lipski'.

Mrs A. Lipski
Head of School



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Complete the table and return

My child would be interested in attending the after school club on these days:

Tuesday after school club	Wednesday after school club	Thursday after school club

I agree that I will pay a half term in advance for these clubs.

☐

SIGNED: _____

PARENT OF _____