



14 June 2023

Dear Parents and Carers

Semester 2 Primary Co-curricular Clubs Program (Years 1 to 6) and Term 3 After School Care Bookings (K to 6)

Semester 1 Primary Co-curricular Clubs Program (Years 1 to 6)

We are excited to share with you our Semester 2 Clubs Program! Our program is open to all children from Years 1 to 6. The activities are facilitated by either external providers or trained educators. The range of clubs on offer give students an opportunity to engage in meaningful experiences from a wide range of areas including music, sport, STEM, drama and languages.

This year, club activities are booked per semester. This is to provide children with the opportunity to explore an area of interest in depth and to work on projects or in teams for an extended period of time. The Semester 2 Co-curricular Club dates are as follows:

Term 3: Monday 24 July - Friday 22 September (9 Weeks - 45 days)

Term 4: Monday 16 October - Friday 1 December (7 Weeks - 35 days)

We encourage all children enrolled in a club to stay with it for the semester. We do, however, understand if they change their mind. If for any reason your child no longer wishes to participate in a club, you may choose to withdraw them mid-semester without penalty. To withdraw from a club, an email must be sent to oshc@igssyd.nsw.edu.au with your request. This must be received before the end of Term 3, Friday 22 September 2023. Once received, you will forfeit your child's place in the club and you will not be charged the Term 4 fee.

The Semester 2 Primary Co-curricular Clubs program can be found in the [Clubs and Activities Hub](#) on the School's Website.

Bookings will open on **Monday 19 June at 10 am and close on Friday 21 July 2023**. No changes will be permitted after this date. There are limited places in each club, therefore bookings are essential and on a first-come first-serve basis. Bookings are made through the [Engage Portal](#).

If your child misses out on a club of their choice, please email us and we will put them on the waitlist. You will be contacted should a place become available.

Additional Information:

- Children will be provided with free care and afternoon tea at the end of the school day before being picked up by their club leader at 3:15 pm or 3:30 pm.
- Bookings will open on Monday 19 June at 10:00 am and close on Friday 21 July 2023. Changes can be made within your child's Engage profile during this time frame. No changes will be permitted after 21 July.
- An email request to the service must be sent before Friday 22 September 2023 should you wish to withdraw your child from a club mid-semester without penalty.
- There are limited places in each club, therefore bookings are essential and on a first-come first-serve basis.
- Most afternoon clubs finish at 4:30 pm. Some finish at 4:45 pm. Children must be picked up by 4:45 pm or a late pick up fee may apply.
- Children who consistently do not attend their club will forfeit their position.
- If a session cannot run due to the absence of an instructor or inclement weather, an Out of School Hours Care educator will facilitate an activity with the group.
- Students can be withdrawn from the Primary Co-curricular Clubs program at any time if they do not comply with the IGS Discipline Policy.
- Club activities are required to be held in accordance with any current NSW Health COVID-19 Public Health Orders and the school's policies and procedures. Through your booking you acknowledge and accept that there is a risk that your child may be exposed to COVID-19 whilst attending and participating in the activity. You confirm that your child will not attend if displaying any symptoms of illness.
- If your child attends After School Care following a club, your booking through Engage acknowledges that you provide authorisation for the OSHC service to sign your child into After School Care from 4:30 pm.
- Making a booking through Engage acknowledges that you understand the terms and conditions associated with your booking.



Term 3 After School Care Bookings (Kindergarten to Year 6)

The Out of School Hours Care (OSHC) service is now accepting new permanent After School Care bookings and changes to current permanent bookings for Term 3. To create a new booking or change a current booking, please complete this [form](#).

Permanent bookings roll over each term. If no changes are needed from Term 2, please do not complete the form.

Please note, once the term commences on Tuesday 18 July 2023, cancellations to a permanent booking will only be possible with 2 weeks written notice to the service. From Tuesday 18 July, the service will only accept casual bookings. Booking requests for casual days can be made through the [Xplor Home app](#) or by emailing the service. Infrequent, occasional attendance is subject to availability and places cannot be guaranteed.

For more information about our OSHC service, please follow this [link](#) to the Out of School Hours Care Hub on the School's website.

If you have any questions about the Primary Co-curricular Clubs Program or OSHC service, please contact us at oshc@igssyd.nsw.edu.au

Yours sincerely

David Engelbert

Head of Out of School Hours Care