



Sandcross Primary

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Sandcross Lane,
Reigate, Surrey, RH2 8HH

Friday 5th September 2025

Dear Parents and Carers,

We are delighted to announce our clubs for the Autumn Term. The clubs will run from **Monday 22nd September until Friday 12th December 2025.**

SchoolsBuddy will open for club selections on **Monday 8th September at 9am.** The selection process will be open until **Thursday 11th September at 9pm.** This letter explains everything you need to know about how to book your child into a school club for the Summer Term. Please read this letter carefully and the details about certain clubs. We are also introducing some new clubs this Autumn Term so please read about these (Page 9)

All of our extra-curricular clubs are booked and paid for through the **SchoolsBuddy app.** Please make sure you are set up with the app at the start of term so you are ready to start looking at the clubs available and you are ready to select your club choices. SchoolsBuddy allows parents and carers to select clubs by order of preference, rather than through a first come-first serve system.

If you have any questions on how to use SchoolsBuddy, please refer to the very useful Parent Guides on SchoolsBuddy help site link [HERE](#). Should you still need guidance, please email clubs@sandcross.school.



Headteacher: Mr Mark Richards
Deputy Headteacher: Mr Richard Bates

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Autumn Term 2025-26 - Club Dates

September 2025								October 2025							
Wk	Mo	Tu	We	Th	Fr	Sa	Su	Wk	Mo	Tu	We	Th	Fr	Sa	Su
36	1	2	3	4	5	6	7	40			1	2	3	4	5
37	8	9	10	11	12	13	14	41	6	7	8	9	10	11	12
38	15	16	17	18	19	20	21	42	13	14	15	16	17	18	19
39	22	23	24	25	26	27	28	43	20	21	22	23	24	25	26
40	29	30						44	27	28	29	30	31		

November 2025								December 2025							
Wk	Mo	Tu	We	Th	Fr	Sa	Su	Wk	Mo	Tu	We	Th	Fr	Sa	Su
44						1	2	49	1	2	3	4	5	6	7
45	3	4	5	6	7	8	9	50	8	9	10	11	12	13	14
46	10	11	12	13	14	15	16	51	15	16	17	18	19	20	21
47	17	18	19	20	21	22	23	52	22	23	24	25	26	27	28
48	24	25	26	27	28	29	30	1	29	30	31				

All clubs are priced at **£3.50** per child per session. Pupil Premium children will receive **one free club** per term.

Monday, Wednesday, Thursday and Friday clubs will run for 10 weeks.

Tuesday clubs will run for 11 weeks.

There will be no discounts if a child misses a week due to residential or trips, as the costs of running the clubs will still be a liability for the school.



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1. Choosing your child's club

From **Monday 8th September at 9 am**, SchoolsBuddy will open for you to select your club preferences.

The clubs will close on **Thursday 11th September at 9pm**. You will not be able to select any clubs on schoolsbuddy after this point.

You can select up to **3 club preferences for each day** of the week (1,2,3);

Number 1 being your first choice and so on. The more preferences you put down, the more chance there is for a place to be allocated a place in at least one of the clubs.

Once you have selected your preferences, you must wait for confirmation from the school that your child has been allocated a place in the chosen club.

Please do not assume your child has a place in the club until you receive confirmation that the place has been allocated.

2. How the club places are allocated

SchoolsBuddy works on an algorithm basis. Once the preferences deadline has closed, Schools Buddy will run an allocations process. It will allocate students into the clubs based on their preferences.

It works to allocate **at least one club for each student** who has submitted their preferences. But this is not guaranteed. SchoolsBuddy's auto-allocation method gives students their first choices, followed by their second choices, and then third. By using this system, the places are allocated without bias. Sometimes clubs are very oversubscribed and we cannot take more than the maximum capacity of children on safety grounds. When this happens we try very hard to ensure that children who have applied for more than one club get into at least one of them.

We also keep waiting lists of any child who has not got into a particular club each term and this is taken into account when allocating places the following term. Once the automatic allocation process is complete on SchoolsBuddy, we will check these waiting lists to ensure there is fairness and that as many children as possible get into one of their

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selected clubs and that new children are also given the opportunity to try a club each term. For example, if a child is allocated the same club every term and there is another child who has been on a waiting list for one term or more, said child will be given a place in the club instead.

School Teams -

There are certain clubs where places are allocated at a different time, for example, the school football teams. These places are **selected** from trials, which are organised by the ESE sports coaches. Trials take place at the start of the term, during the school day. ESE will communicate this with children and if they want to take part they can. ESE coaches will select children to join the teams. When children are selected for these teams, parents and carers will be informed about this individually in a separate communication.

As the teams are for selected children only, they will be visible on your schoolsbuddy app but you will not be able to physically choose the club as an option. After children have been selected for the teams, these children will be added *manually* to the club and you will be informed directly by the school.

Team clubs are still chargeable like all other clubs.

3. The payment process

Once you have received confirmation that your child has been allocated a place in a club, you will receive a payment request a few days later. You must make payment on schoolsbuddy **to secure the place**. If payment is not received by the payment deadline, we cannot hold your child's place in the club.

If you decide you no longer want a club you have chosen and been allocated, please contact the school office or email clubs@sandcross.school as soon as possible so we can cancel your fee for this club and cancel your child's place and offer it to another child.

Please ensure you make payment for the clubs as soon as possible. If your child's place is withdrawn, the club will no longer show on your SchoolsBuddy account. Due to the oversubscription of clubs, we cannot allow for any late payers. Please [CLICK HERE](#) to read the Sandcross School Clubs Terms and Conditions. You will be asked to confirm that you have read and agreed to these Terms and Conditions on SchoolsBuddy.

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4. Joining a club after places have been allocated

After the allocation process has finished and the clubs have been finalised, there may be spaces left in some clubs. Clubs with availability will be visible on SchoolsBuddy and you will be able to submit a **join request**. The school reserves the right to Accept/Reject a Join Request and please be aware that this might not be looked at on a daily basis. If you haven't heard back about a join request after more than a week, please enquire by sending an email to: clubs@sandcross.school.

Please be aware that there is often movement in clubs after the allocation process and spaces often free up when children decide they might not want the clubs they have chosen. We will always go through the waiting lists and the join requests and communicate with you directly as soon as spaces become available.

5. Children who are eligible for Pupil Premium

If your child is eligible for Pupil Premium, you are entitled to **one** free club. This discount will be manually applied after your child has been allocated the club place and your schoolsbuddy account will reflect this. This discount will not show immediately, so please allow some time for this discount to be applied.

If you have been allocated more than one club for your child/ren, **the other clubs must still be paid for in full** by the payment deadline.

If you are of a low income family, you may be eligible for Pupil Premium, where the school gets a grant from the Government to allow for discounts to various activities. If you think you are eligible, please [CLICK HERE](#) . Once we receive this information from you, we can run you through our computer system to see if you meet the criteria. If so, we can apply the discount straightaway for you.

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6. Turning down a place in a club

If you decide you do not want a club once it has been allocated, please email clubs@sandcross.school as soon as possible so we can cancel the fee, and offer the place to another child.

7. Paying for clubs with childcare vouchers or tax free childcare

You are able to pay for a schoolsbuddy club through your childcare voucher scheme.

If you wish to pay for your child's club this way, please email clubs@sandcross.school to let us know you would like to do this.

Please email us the following details:

- The name of your childcare voucher provider
- The amount you have paid in
- The payment reference number
- The date you made a payment to the provider and a screenshot of this payment
- The names of the clubs you want the payment to cover
- Please explain clearly in the email that you would like the amount to pay for your child's *schoolsbuddy club* so it does not get applied to any of your other school accounts.

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Morning Clubs 07.45-08.30am

Children attending morning clubs are to arrive at school through the main entrance, ready for their club. If the club requires a change of clothes, children should arrive ready for their club and bring their uniform to change into afterwards in a separate bag.

At the start of term, children will be met by their club leaders inside the main entrance by the main hall to welcome them and register the children. After this, the children will know the way to their morning club each week.

Lunchtime clubs 12.20pm - 12.40pm

The only lunchtime club running in Autumn Term will be the junior choir club.

The children in this club will be directed to their club at lunchtime and meet the teachers in the music room.

After school clubs 3.30pm-4.15pm

Any child attending a club after school will be looked after in their classrooms until 3.30pm, after which they will be escorted/directed to their club. It is vital that children are picked up promptly once their club has finished at 4.15pm. Any child not collected by 4.25pm will be looked after at our after school Harmony Club and parents/carers will be liable to pay the Harmony Club fee.

When completing your child's club preferences, you will be asked to complete a form on Schools Buddy called **Pick Up Permissions**. **This form will ask for the names of adults who are permitted to collect your child from an afterschool club. It is important that this form is completed for each separate child.**

Years 5 & 6 Walking Home - Children in Years 5&6 are **allowed** to walk home after their club at 4.15pm, up until October half term. After October half term, the dark evenings will start so children in Years 5&6 will then need to be collected by an adult at 4.15pm. If you allow your child to walk home from their afterschool club until half term, **you must complete** this section on the pick up permissions form on schoolsbuddy. Without this permission we cannot let your child walk home and will have to contact you.

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Harmony users

If your child needs to attend breakfast club for a short time before their morning club starts, please book your child into breakfast club using your Scopay account and they will be escorted or directed to their morning club for 7.45am by the harmony staff. Please ensure you remind staff when you drop your child off in morning.

If your child needs to attend Harmony after school, after one of their clubs has finished, you can book them into Harmony, using your Scopay account. When booking you can choose the Harmony after school session from **4.15pm-6pm**. Your child will then be escorted or directed to Harmony at 4.15pm once their club finishes.

Medical conditions and updates

Throughout the term, if there are any changes to your child's medical conditions or any adult emergency contact details, it is very important that you keep the school office updated, so we can update the medical information and any adult pick up details for their clubs. Please email **clubs@sandcross.school**.

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* New Clubs for the Autumn Term *



Senior Performance Dance This is a new club on Tuesdays run by Mrs Wallace. The dance club

will focus on learning large-scale routines to perform on the stage later in the school year at the East Surrey Dance Festival, organised by StarSteppers. This is a fabulous large-scale show which brings together other schools and dance groups across East Surrey. During the Autumn Term, children who are allocated the club from Year 5 will learn their routines. Then during the Spring Term, Mrs Wallace will work with children from other years to learn their routines and they will all come together later in the year to perform at the show.



The Outdoor Project This is a new club on Mondays run by Rob from The Outdoors Project. The

Outdoors Project already run the fabulous holiday clubs at Sandcross. Children will develop a greater understanding of nature and the outdoors environment, taking part in fun and engaging activities. Develop confidence, self-esteem from hands-on learning in a natural environment. Old clothes and footwear are recommended.



A Mindful Space This is a new club on Wednesdays run by a local parent, Charlotte Cross. Charlotte is a

mindfulness & meditation coach with expertise in children & teens. The focus of the club will be to provide a space to calm the mind, improve focus, build confidence, reduce anxiety and just have fun! A mixture of mindfulness techniques for your child to use, breath-work, creative tasks & mini meditation each week. The benefits are amazing and proven to ease SATs stress and transitions. Spaces will be limited to provide the best support.

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Sewing Club This is a new small club on Tuesdays run by a local parent, Anette Fischer. Anette is a

Lecturer and author in Fashion Design and has kindly offered to give her time to run this club for Sandcross voluntarily. Here is a little note from Anette: My passion is sewing and I would like to share some of this passion with you. You do not need any sewing knowledge to join the course. We will start with hand sewing a small, personalised heart shaped cushion made out of felt. I will introduce you to some key tools needed for sewing, and we will progress to a sewing project using the sewing machine. I hope that after the first term, you too will share my love for sewing.



Song Writing Club This is a new small club starting on Thursdays after school. The club is run by Zoe, an

undergraduate at University studying song writing. Zoe has been a great help at Sandcross School for a long time, working with the senior choir and our older students with their song writing skills. This club is a small group dedicated to any older students who already enjoy song writing and making their own songs. It is for students who already have a passion for it, to develop their writing and music.



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Some useful information on our other clubs

- **Sandcross Boys and Girls Football Teams** - In Autumn Term, the children for these teams are selected from **Years 5 & 6**. The team training is separate from other football clubs. Boys will train on Tuesdays and Girls will train on Thursdays. Matches against other schools will usually take place on Wednesdays after school. The information on fixtures will be communicated to parents separately throughout the term.
- **Junior Choir** - The junior choir is open to children who are in **years 3 & 4**. This is a free club which takes place during the school day on a Thursday lunchtime. There is no payment for this club but please still select it as a club preference on schoolsbuddy if your child would like to join. Children should meet Mrs Ogle and Mrs Willcock in the music room at 12.20pm during their lunch break.
- **Senior Choir** - We always like to welcome back children who have been part of the choir in the previous term (in Summer Term 2025) to continue with it in the Autumn Term. If your child would like to continue with the senior choir, please select the club on schoolsbuddy and they will be given a priority place. Children are asked to show commitment to the senior choir as they will be rehearsing songs every week for various shows and performances, including the Young Voices O2 concert.
- **SMA Karate** - Children who have been participating in Karate in a previous term will be prioritised if they select the club again on schoolsbuddy. This is because the children have been developing their skills and can continue practising. Please ensure you still select the club on schoolsbuddy if your child wishes to continue karate.
- **Grooveline Music Clubs** - Clubs with Grooveline after school are focused on fun and enjoyment for the children. If your child would like to progress with their instrument or go through gradings and further their development, please visit the Grooveline website or email admin@groovelinemusiceducation.com to talk about 1:1 lessons. You can also contact them to arrange 1:1 private drum, guitar or singing lessons which they can offer in school, during the school day.

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- **Cheerleading Club** - The cheerleading clubs are very popular and are often oversubscribed. Please do not assume that if your child has participated in the club a previous term that they will get a place again for this term. It is very important that other children in the school get a chance to participate in the clubs if they haven't had a chance to do so before.
- **Gardening Club Yr 4,5 & 6** - Tuesdays & Thursdays - A child can only attend one session per week, either the Tuesday or Thursday, not both. Children are reminded to bring along some old clothes and shoes to wear.
- **Arts and crafts club and Artfulness club** - We advise that children bring an old shirt, t-shirt or apron to their first session, to keep at school, to put over their school uniform whilst at the clubs.

Please see the next page for a reminder of dates



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A summary of dates for your diary

Step 1

Look at the timetable and choose your clubs

[Autumn Term Timetable 2025](#)



Step 2

Clubs open on SchoolsBuddy to make your selections

Monday 8th September at 9am

Select your clubs in preference order - P1 to P3

No payment is needed at this point



Step 3

Clubs close on SchoolsBuddy

Thursday 11th September at 9pm

No further preferences will be able to be submitted after this time.

Please wait to receive confirmation of your allocated places.

If you wish to cancel a place, please email:

clubs@sandcross.school AND/OR office@sandcross.school



Step 4

Payments will open once places have been allocated on

Monday 15th September

Please pay for the club places to secure them.



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Step 5

Payments deadline

Friday 19th September 2025

Any clubs not paid for by this date will be reallocated to someone who is on the waiting list.

For any clubs with availability, join requests can be sent in via SchoolsBuddy.

The school reserves the right to accept or reject a request.

If accepted, you will be notified and a payment 'Quick Charge' will be sent to your schoolsbuddy account and must be paid within 48 hours.



Step 6

Autumn Term clubs start

Monday 22nd September 2025

If you have any further queries please email clubs@sandcross.school.

Yours sincerely,



Mark Richards

Headteacher

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