

HERTFORDSHIRE COUNTY COUNCIL

GADE VALLEY PRIMARY SCHOOL

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January 2026

Dear Parents/Carers

We are pleased to confirm that your child has a place for Mrs Mayes' Board Games Club.

The club will begin on **Thursday 22nd January 2026**. Sessions will run from **3:15pm to 4:15pm**. The last club will be on **Thursday 19th March 2026**. Please familiarise yourself with the Health and Safety arrangements below.

Health and Safety Arrangements for Year 1 and 2 BOARD GAMES CLUB

Teachers: Mrs Mayes

TIME: Thursday 3.15PM - 4.15PM

- 1 All pupils will make their way to the Year 1 classroom where they will be collected and taken to Nursery. Pupils need to take all their belongings i.e their coat, bag, lunch box etc to Nursery.
- 2 The club will take place EVERY Thursday. If it does have to be cancelled a message will be sent via **text to the primary contact by 2pm**.
- 3 Mrs Mayes will dismiss pupils to parents/carers from the Nursery class door at 4.15 p.m.
- 4 Mrs Mayes will have a register with medical conditions and contact numbers.
- 5 In the event that you are late, at 4.25pm Mrs Mayes will take your child over to the office. They will then be supervised by a member of Gade Valley staff until they are picked up.
- 6 For safeguarding reasons the school gates will remain locked during the session and will open at 4:10pm
- 7 If your child is going to attend Night Owls you will need to book them a place via the Arbor app and then they will be taken directly to the club.
- 8 If you make alternative arrangements for your child to be picked up please inform Mrs Mayes or the school office.
- 9 You must inform the school if your child is unable to attend any sessions.