

September 2017

Dear Parent/Guardian

**RE: Physical Education Extra-curricular Matches 2017-18**

The Physical Education Department hope that students will take part in at least one of the extra-curricular clubs taking place this year. Should your daughter/son attend extra-curricular clubs they may be selected to represent the school in matches played between September 2017 and July 2018. Any afterschool clubs run from 3:30pm – 4:30pm.

School fixtures usually follow the general format outlined below, however times may vary and as a consequence the students will be informed prior to each fixture.

**Home Fixtures**

Students will need to be picked up from **The Holt School car park number 3** at approximately 5.00pm. Please use this car park as it prevents congestion on Holt Lane and allows the students to wait and be collected in a safe area.

**Away Fixtures**

The team, accompanied by a member of staff, will travel to the fixture by coach. Coaches are fitted with seat belts, and by law the students are required to wear them during the journey. Staff will ensure that the students are wearing their seatbelt before departure. It is the students' responsibility to wear them at all times. Teams will return to school at approximately 5.45pm and should be collected from car park 3.

**Postponed Fixtures**

In the event of a postponement, the PE Department will endeavour to advise all students via the PE notice board by 2.30pm, thus giving them time to ring home.

The member of staff accompanying the fixture will give an estimated finish time on the team sheet in the PE corridor and will also inform students of an estimated arrival at The Holt when departing the host school.

If your daughter's/son's medical circumstances change during the year or if you do not wish for your daughter/son to participate in fixtures please inform the Physical Education Department immediately via a letter or e-mail to [a.godfrey@holt.wokingham.sch.uk](mailto:a.godfrey@holt.wokingham.sch.uk)

Yours sincerely



Miss A Godfrey  
Acting Head of Physical Education