



12th September 2019

Dear Parent/Guardian

RE: Years 8 -11 - Physical Education Extra-curricular Matches 2019- 2020

The Physical Education Department hope your daughter will take part in at least one of the extra-curricular clubs taking place this year. Should your daughter attend extra-curricular clubs she may be selected to represent the school in matches played between September 2019 and July 2020. School fixtures usually follow the general format outlined below, however, times may vary and as a consequence your daughter will be informed prior to each fixture. Team sheets are displayed in the PE corridor prior to the fixture and students tick to confirm availability.

Home Fixtures

Girls 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 girls 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 seatbelts, and the girls are required by law to wear them during the journey. Staff will ensure that the girls are wearing their seatbelt before departure. It is the girls' responsibility to wear them at all times. Teams will return to school at approximately 5.45pm and should be collected from gate 3.

Postponed Fixtures

In the event of a postponement, the PE Department will endeavour to advise all girls 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 you are unable to contact your daughter whilst she is at a fixture then please contact the PE Department on the following number **07394 569215**. This number should only be used during fixtures and all other queries should be emailed.

If your daughter's medical circumstances change during the year or if you do not wish for your daughter to participate in fixtures, please inform the Physical Education Department immediately via a letter or e-mail to s.bolton@holt.wokingham.sch.uk

Yours sincerely

Mrs S Bolton
Head of Physical Education