

Club Sign-Up Information for Autumn Term

Dear Parents/Carers,

Please see the attached full Club List (This is also available on the school website <https://www.lawford.essex.sch.uk/school-clubs>)

How to Sign Up

Log in to MCAS and go to Payment Requests (App icon = Store/Handbag).

Select School-led clubs and pay the sign-up fee.

Or see the direct booking information at the bottom of the attached list and our website for other externally run clubs.

MCAS Sign-up schedule:

Monday, 7th September – Monday clubs

Tuesday, 8th September – Tuesday clubs

Wednesday, 9th September – Wednesday clubs

Thursday, 10th September – Thursday clubs

Friday, 11th September – Friday clubs

Sign-up opens at 00:01 each day and closes at 23:59 the day before the club starts (or earlier if places are filled).

The staggered sign up prevents any Bromcom/MCAS performance issues that we have experienced in the past.

If payment has been processed with your bank, your child has a place. You can also check your MCAS account → Order History (in Settings).

Notes

Clubs start week commencing **14th September and run for 10 weeks**, finishing week **ending 27th November 2027** (**External sign-up clubs may vary**)

Places are first-come, first-served basis. **No waiting lists are held.**

Lunchtime clubs: Children attend before/after eating lunch at their usual time.

Pick-up for after school clubs is at 16:20 from the main entrance. Please be prompt as it can get very busy.

Thank you for your cooperation and support.

L Buckland

School Admin