



Friday 11th June 2021

After School Sports Clubs for Reception to Year 6

Dear Parents and Carers,

We are delighted to inform you that the school will run a number of free sports clubs this term and for the first half term of Autumn, daily on both sites. This term's clubs will start in the week commencing Monday 21st June.

We know that extra-curricular clubs are important to many of you and your children and thank you for your patience as we have developed this offer.

To view the range of different sports on offer for the different year groups and to sign-up for these clubs you will need to access our online club booking system, CHQ. If you are currently in Reception or are new to our school, CHQ will email you your user identification details separately today.

If you have forgotten your user identification details, please go to the CHQ section on our school website to change your password: [Clubs](#)

If you have not yet signed up to CHQ please do so by following the information below before **7:00pm on Tuesday 15th June** when the club bookings will go live. The sign up period will end on **7:00pm on Thursday 17th June**.

To enable as many children as possible to access this opportunity, you may choose up to a maximum of two clubs your child will be considered for. Allocation of places is done randomly and if you are successful, your child will receive a place at **one** of the clubs you have selected.

If successful in joining a club you will be notified through CHQ of the *one club* your child has been offered. Do please note that these allocations are just for this term; but a similar timetable will run in Autumn.

We do hope that your child will be excited and encouraged to try a new sport or to continue with one with which they are already familiar.

Yours sincerely,

Mary-Lyne Latour
Headteacher Infants

Sarah Atherton
Headteacher Juniors

CHQ club booking system

Club booking is administered through the CHQ activities booking system and is web-based. It is essential that all parents/carers have an email address to use CHQ as all contact for these clubs is ONLY by email.

How does the system work?

CHQ can be accessed from any device linked to the internet, e.g. your phone, your tablet or your home computer. Once the system is live you will have a time window during which you can sign up for clubs and when this window closes clubs will be allocated randomly by computer – it is not a first-come first served system but you must sign up for clubs in this time period.

When the system goes live next Tuesday, you will be able to log in with the user name and password for **each child**; this user name will consist of your child's first name, surname and a unique number. You will be asked to change your password to one of your own choosing the first time you log on. Displayed within CHQ will be the list of the clubs your child is eligible to attend.

Full instructions are shown on the following page. If you have any further questions or queries, do please contact: onlineclubbookings@bellevilleschool.org

How to Use CHQ

- To access CHQ go to the Belleville School website (www.belleville-school.org.uk) Home page.
- Click on 'Parents and Carers', then 'Clubs', then you will see the access link to CHQ.
- Enter the username and password details (these will be sent to you by email if you are new to school) in the 'Members Area' and click 'Log in':
- You will be asked to change your password. Please follow the instructions and keep a note of your password as the school cannot access your password.
- Once you have changed your password, click on the back button and you will be taken to the Home page.
- From this page – click on 'View', then 'Manage', then 'Submit activity' tabs to see the list of available clubs. ***Please ensure you check the club location to see which site it is based at.***
- Please select your child's club/s according to his/her preference/s across the week by putting numbers in the 'requested' boxes.
- Then submit your choice/s and you will get an email confirmation of your submitted choice/s.
- You will receive another email after the booking window has closed with confirmation of whether your child has been allocated a place in a club this term.