



# St. Chad's C.E. (C) Primary School

The Gateway, Redstreet Village,  
Newcastle, Staffordshire  
ST5 7AB

Tel: 01782 567750

Email: [office@st-chads-newcastle.staffs.sch.uk](mailto:office@st-chads-newcastle.staffs.sch.uk)

[www.st-chads-newcastle.staffs.sch.uk](http://www.st-chads-newcastle.staffs.sch.uk)



*"Building together for a better future"*

Headteacher: Miss S.J. Clarke Bsc (Hons), PGCE, NPQH

17<sup>th</sup> December 2020

Dear Parents/Carers,

I am writing this letter to explain the booking system for Chadley's Clubs after the New Year. We will be moving away from a paper form system and moving to an online booking system. As this is a new system for most of you I thought it would be best to send an information letter on how to book your child onto any of our Chadley's courses.

## STEP BY STEP

1. Go to [www.premier-education.com](http://www.premier-education.com)
2. Select 'Book a course'.
3. Type in the school postcode (ST5 7AB).
4. Select 'View courses' (Located by the St Chad's Primary School option).
5. Select the Course you wish to book onto by clicking 'view course'.
6. Select 'book this activity'.
7. If you do not have an account with Premier, you will need to create one.
8. Log in with your account.
9. Select 'Add New Family member'.
10. Fill in your child's details.
11. Select what days your Child would like to attend.
12. Continue your booking process.

You **DO NOT** need to put any payment details in, as payment for the courses will still come into **myself or the school office**.

## TYPES OF COURSES AND WHAT THEY MEAN

- Start Active – This is the Chadley's Breakfast Club (**7:30 – 8:50**)
- Sport Active After School Multi-Sport – This is the first hour of Chadley's (**3:10 – 4:20**)
- Play Active After School – This is the time slot after 4:20 (**4:20 – 6:00**)

**(Please note** if your child is attending the Play Active After School Club they will need to be booked onto the 2 sessions both the Sport Active After School Club and the Play Active After School Club)

Extra-Curricular – These are the After School Sports clubs we will be running in our Chadley's Club. These run alongside Chadley's for the first hour (**3:10 – 4:20**) – Due to the current COVID-19 pandemic none of the Premier After School Clubs are running. If this is to change, we will inform you appropriately.

I thank you for taking the time to read through this letter and if anyone has any issues or has some problems booking please do not hesitate to contact me. If you need to book your child a place at the last minute, please book through the new online booking system if you can, however, if you do not have access, then please contact me by calling **07383249094** or emailing me on [asteadman.premier@gmail.com](mailto:asteadman.premier@gmail.com)

Yours faithfully,

*A P Steadman*

Mr Steadman

