



Dear Pupil & Parent / Carer,

Congratulations, you are eligible for 'Free Time' funding to help with the cost of taking part in clubs and activities. It means you can do many of the activities you want, without having to pay for them. The fund is looked after and managed for you by your school. It starts from October 2009 and lasts for 12 months.

What kinds of things can I do with the funding?

The funding can help you with the cost of taking part in clubs and activities, residential and day trips and anything you have an interest in. It's to help you develop your skills and interests in whatever you choose.

When?

Before & after school, weekends, evenings, holidays and pretty much any time you are not in class.

Where?

On your school site, near to where you live and elsewhere in your community, maybe even further afield.

Where do I find activity ideas and what do I do next?

The content of this pack gives you more information about the scheme and what to do next. Have a look through it for ideas and information about how to take part. Talk to your family and friends and decide what activities you would like to do. You might want to try a club at school for a start, or maybe there's something you already know about that you'd like to have a go at outside of school.

The activities booklet contains lots of ideas about activities in and around Trowbridge and in your school. If there is something that isn't in the booklet that you'd really like to do then the chances are you probably still can. You'll just need to let your school know. The choice really is yours!

How much have I got?

Your school has a fixed amount of funding for all eligible pupils for the year. They will try to make sure that everyone gets a fair chance to do what they want. Your school will know the average amount allocated per pupils. However the exact amount will depend on how many people take part and how much each pupil needs for their activities.

I want to take part in a club that happens at my school. What should I do?

If the activity is free of charge then you can take part as normal. If there is a charge then you will need to talk to someone in your school, perhaps your Teacher, Secretary of Family Link Worker. They will tell you where to go, book you on and pay any costs.

I am interested in doing an activity but it does not currently take place anywhere.

Don't worry; hopefully you can still do it. There are a few things you might need to do though to make it happen. Let your school know that you are interested and if it's a popular choice they may set up the activity.

Your school wants to run activities that you are interested in so it's really important that you tell someone what you want. Don't just keep it to yourself. If more people are needed to make a big enough group, ask around to see if anyone else is interested. Your school should keep a list of names of people who are interested in the same activities.

Remember, you could also use the activities booklet to find out if the activity is happening somewhere else.

I want to take part in an activity that takes place outside of school. What do I need to do?

Using the 'Activity Interest Form' in the pack, write down the activity details. Note the day, time, cost, venue and contact details of the person running the activity. Then give these details to someone in your school who can book you on and pay for your place. Remember, there is an 'Activity Interest Form' in the pack, or you can just go and chat to a member of staff.

If the activity you want to join takes place at any of the sports centres then you should fill in the DC Leisure forms in this pack. Then take them to your school or simply jot down the details. Alternatively, you could talk to someone in your school about what you would like to do. They will be able to help you complete the forms.

What if I have transport problems getting to or home from the activity?

Transport costs for taxi or bus fares can be paid for using your 'Free Time' funding. Remember though, that funding will run out quicker if you need to pay for transport, so find out what alternative arrangements there might be first, like a lift with a friend.

Where do I go for more information and support?

If you have questions about funding, activities, transport or anything else related to 'Free Time', talk to someone in your school. This could be someone in the office, your Tutor or a Family Link Worker.

Since last September hundreds of children and young people across Trowbridge have taken part in new activities or continued taking part in things they enjoy.

So, what will you do with your free time?

Sign up and enjoy yourself!

[Name]

Trowbridge Extended Schools Network Co-ordinator