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Executive Headteacher: Mrs K Lakin

## Breakfast Club

Wednesday 13<sup>th</sup> September 2023

Dear Parents/Carers,

Breakfast club will continue to run this academic year. Breakfast club will start at 8am until 8.45am. Please ensure that children arrive at 8am as there may not be someone in the office.

Children **MUST** be booked into breakfast club in advance and there will be a charge of £1 per session per child. The booking form must be completed on a weekly/termly basis. This form **MUST** be sent back into school by THURSDSAY morning and include payment. This will ensure your child has a place at breakfast and we meet Safeguarding and Health and Safety regulations regarding ratios of staff to children.

Children will be provided with cereal, toast and a drink and activities will be provided for the children to take part in once they have eaten their breakfast, until the start of the school day.

The club is run by paid members of staff and we need to ensure that breakfast club remains sustainable for all children and parents.

Please remember that the booking form **MUST** be made the week in advance, along with payment. This form **MUST** be sent back into school by **THURSDSAY morning and include payment** This will enable us to plan the staffing and buy in the food and drink needed on the Friday for the following week.

**If your child is not booked in they will not be allowed to join breakfast club.**

Please complete the booking form below and return to the school office with payment.

Kind regards

Mrs Dean  
School Business Manager



Values-based Education  
IVET Quality Mark



## Breakfast Club Booking Form

8am – 8.50am Monday to Friday

Cost is £1 per child per day (places are limited due to ratios)

Please write the name of your child/children in the session boxes that you wish your child/children to attend.

Week Commencing \_\_\_\_\_

Monday	
Tuesday	
Wednesday	
Thursday	
Friday	

Signed by parent \_\_\_\_\_

Dated \_\_\_\_\_

Forms MUST be returned by Thursday morning for the following week.

**PLEASE REMEMBER ONCE YOUR CHILD IS BOOKED IN AMMENDMENTS CANNOT BE MADE.**

**Thank you for your continued support.**

