



6th October 2023

To all Parents/Carers

Dear Parent/Carer

CHANGES TO BREAKFAST CLUB

I write to advise you of a change in the arrangements for booking into our Breakfast Club provision.

From Tuesday 31st October, we will unfortunately no longer be able to accept on the day bookings. All bookings and payments will need to be made by 3.00 pm on a Thursday for bookings required the following week – this procedure is the same as for our Acorns After School provision and will allow us to ensure that we have sufficient supplies each day, as well as being able to make sure we have the correct staffing levels in place for the number of children attending.

We do understand that there may be occasions when you require your child to attend Breakfast Club at short notice. If you have an emergency and you require Breakfast Club provision on the day, you will need to bring your child to the Breakfast Club door and speak with a member of staff. If they are able to accept your child into Breakfast Club, they will inform the office staff who will then contact you to request payment via Arbor. Please note that this will be for genuine emergencies only and not for occasions when you have forgotten to book your child in.

If you book your child in to Breakfast Club and they do not arrive by 8.00 am, we will make contact with you to establish their whereabouts and ensure that they are safe. If you have a change of circumstances and no longer need provision at Breakfast Club for your child, you will need to inform the school office by 4.00 pm the day before your child is due to attend so that the registers can be updated accordingly and calls home for non-attendance on the day can be avoided.

We will unfortunately be unable to offer refunds for non-attendance unless your child is unable to attend due to illness – in these circumstances, you can request a refund within 7 days.

If you require your child to attend breakfast club during the first week back after the half term break, please ensure that you complete your bookings by Thursday 26th October.

Thank you for your continued support and understanding.

Yours sincerely

Mrs V Warburton
Interim Head of School



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