

## **BREAKFAST CLUB SEPTEMBER 2018**

We are pleased to advise parents we will be continuing with Breakfast Club in the next academic year. At this time we are able to continue to hold the charge at £2.00 per session which represents excellent value.

The bookings system will be available on Wisepay during the summer break and a text will be sent to advise when bookings can be made.

Breakfast Club will be available from the first day of term Wednesday 5<sup>th</sup> September 2018.

**Bookings for this day must be made no later than 1.00 pm on Tuesday 4<sup>th</sup> September 2018.**

Reminder children can arrive from 7.50 am but any child arriving after 8.00 am will not be offered a breakfast.

## **BOOKING PROCESS**

A polite reminder to parents - the deadline for booking a place is **1.00 pm** on the last school day prior to the booking.

Monday bookings must be made by **1.00 pm** on the previous Friday and Tuesday bookings by **1.00 pm** on the Monday etc. This allows us to organise the correct staff numbers.

**We are having an increasing number of children arriving who have not been booked into Breakfast Club by the deadline. This creates the following issues: -**

- **we may exceed the correct staff to child ratio**
- **a lot of time is being spent setting up late payments and chasing these payments by office staff.**

We ask that if you have not booked your child into Breakfast Club by 1.00 pm on the previous day and you require a place. Please take the following action: -

- If after 1.00 pm but before the school office closes at 4.00 pm call the office to ask if there will be space for your child.
- If after 4.00 pm take your child into Breakfast Club in the morning and ask the Breakfast Club staff if you can leave your child. They will be able to advise if there is enough staff for you to leave your child.

**BE AWARE IF THERE IS NOT ENOUGH STAFF YOU WILL NOT BE ABLE TO LEAVE YOUR CHILD.**

**Any money owed for a Breakfast Club not booked must be paid on that day once office staff have advised the late payment has been set up on Wisepay.**

“Please work with us to ensure the safety of your child and others using this club and help us to run this club as cost effectively as possible.”

***Journeying Together in Faith***

