



17th September 2024

Dear Parent/Carer(s)

Re: Breakfast Club

As the demand for spaces at our Breakfast Club continues to grow, attendance without booking is causing us concerns regarding health and safety of all the children that are there. Unfortunately, we are seeing a lot of children arriving for Breakfast Club, without a booking/payment being made for them. Therefore, **we are unable to let children into Breakfast Club if no pre-booking/payment has been made.** Parents will be required to wait with their child/ren in the main Reception until the start of the school day.

Please may we remind you of the terms and conditions for Breakfast Club:

- Entry is through the Breakfast Club/After School Club doors at the front of the school. The doors are manned from 7.30am – 8.15am. **Parents are required to sign their own child in each day via the Inventory system.** Entry after 8.15am requires the use of a front entrance bell to attract attention. Please can we ask that children **DO NOT** arrive after 8.20am, as they **will not** receive a breakfast. Children must not be left unattended.

Daily fees / booking sessions (65 places available each day):

- £3.00 (entry between 7.30am and 7.45am)
- £2.50 (entry after 7.45am)
- £2.50 penalty fee, per child, per session (this applies to bookings not made in advance)

Booking sessions and payments must be made at: www.schoolgateway.com (parents will need to register in order to use this system).

There are regulations in place that stipulates the required children to staff ratio and as such children cannot attend if a particular session is already fully booked.

Should you be encountering any difficulty with your Schoolgateway account then please do not hesitate to contact us and we will be happy to help.

Yours sincerely

J Massey

Mrs J Massey
Deputy Headteacher.



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