Dear Parent/Carer

The Big Hart Breakfast Club!

The Big Hart Breakfast Club operates Monday to Friday from 7.30am.

Operated by school staff, the Club offers children a fantastic start to the day by providing a balanced breakfast and a range of activities for them to engage in before the start of school.

Costs are £5 per child, per morning and charges are payable on attendance or in advance. Payment can be made by PlusPay or card via the school office.

It is held in the school dining hall which can be accessed via the main pedestrian entrance on Adelaide Grove. Parents / carers will be expected to bring their child and register them present for safety and security purposes.

To register your child for Breakfast Club please complete and return the reply slip below.

Yours sincerely

Mrs Claire Park

Head of School

………………………………………………………………………………………………………………………

Hartburn Primary School - The Big Hart Breakfast Club

I confirm I require a place(s) for the following children (print names below and current teacher) and agree to the terms and conditions attached to this form.

………………………………………………………………………………..……

………………………………………………………………………….………….

Signed ………………………………………………

Parent of …………………………………………… Date …………………………………………………

**The Big Hart Breakfast Club terms and conditions and notes for parents:**

* The breakfast club will be situated in the school dining room and will be open from 7.30 am each morning (pupils will not be allowed in school before this time)
* Parents / carers will be expected to drop off their child and register them present for safety and security purposes
* It will be **term time only** provision and will only be open when pupils are in school – not school holidays or other closure days
* There will be 3 supervisory members of staff (like our current lunchtime staff) who will look after the children – all staff will be employed by the school and will be known to our children – not an ‘external’ provider
* The breakfast will be provided / served by our school meals kitchen staff who are employed by the council – a recharge for this service will be made to the school and is included within our charge
* Breakfast club will cost **£5.00** per child per day – this includes breakfast (e.g. hot or cold drinks / toast / cereal etc) and supervision / activity costs plus other overheads
* Non payment of fees in excess of one week will result in the place being cancelled and offered to another family / child
* Money will be paid directly to the school. Balances should be cleared each Friday
* Following breakfast, children will be engaged in a variety of activities to include reading, board games etc
* Pupils attending are expected to adhere to our long established school rules – the Headteacher will discontinue a place for any pupil who cannot adhere to them or disrupts the sessions for others.