

Birchfield Community Primary School
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Head Teacher: Mr Richard Culham B.Ed Hons

'One school, learning together'

08 October 2019

Dear Parent/Carers

Breakfast Club Changes

We are pleased to announce that from Monday 4 November 2019 Breakfast Club will be undergoing a number of new and exciting changes. The reason for these changes is, quite simply, because as a popular and valued part of our school the increase in numbers means that we need to alter the way that it is run.

In response to a number of parents requesting an earlier drop off, Breakfast Club session will be available from 7.45 am to 8.40 am Monday to Friday. Breakfast will be available between 7.45 to 8.15 am. The change in Breakfast Club session will be at a new revised charge of £3.50 per day. Discounts will no longer be offered for Breakfast Club. All Breakfast Club bookings and payments will now be made online by ParentPay. There will be no need to complete a paper Booking Form for Breakfast Club. This new booking system will be available on ParentPay from Monday 14 October 2019 to book for November 2019.

All bookings must be made on ParentPay at least 7 days in advance (Deadline Monday at midnight) and payment will be taken at the point of your booking. You will be unable to make a booking for the following week if it is less than 7 days. Any Breakfast Club bookings made without sufficient funds will be cancelled automatically and your place will not be booked. All pupils that have used the Breakfast Club provision previously have been added to the new Breakfast Club booking system on ParentPay for you to go in and make your bookings. If you have already submitted a paper November 2019 booking form you will need to go into ParentPay and make the booking and payment. We will return all November paper bookings to your child.

If you have not previously used the Breakfast Club and wish to make a booking, please contact the school office so we can add your child.

For Breakfast Club cancellations, we must receive 24hours notice of bookings and a Cancellation Form must be completed which can be obtained from the school office. Failure to do this and any sessions missed will result in the booking being non-refundable. Any refunds made will be returned to your ParentPay account. If your child is



absent from school due to sickness you will need to contact the School Office by 9.00 am and a refund will be issued to you on ParentPay.

If you pay by Childcare Vouchers for Breakfast Club please can you contact the office, for bookings.

We understand that there may be adhoc and Emergency Bookings that are required, these will only be accommodated as long as there are spaces available.

Please find attached a copy of the Breakfast Club Policy. Breakfast Club is very popular and we do have limited places, so please can you ensure your bookings are made as much in advance as possible to secure your place.

If you have any queries, please contact the school office.

Yours sincerely

A handwritten signature in black ink that reads "Richard Culham". The signature is written in a cursive style with a large initial 'R' and 'C'.

Richard Culham
Head Teacher