



Our Ref: AJC/MS

10 December 2021

Dear Parents/Carers

Re: Breakfast Club

Further to our recent survey, we have taken the decision to re-introduce our breakfast club after Christmas. There was sufficient interest to suggest the initiative will be financially viable – obviously our interest is not in making a profit, but we have to ensure that our costs are covered for staffing, breakfast materials and any additional resource requirements.

When will the breakfast club begin?

It is our intention to start the club on **Tuesday 4 January 2021**. However, we do appreciate that some of you will have pre-existing arrangements in place. Therefore, please contact us if you would like to book a place at a future time.

What time will the club open each morning?

Children can be dropped off from 7:45am for the full hour. Staff will then take them to their teachers at 8:45am to join the other children coming into school. Children, can of course, be dropped off at a later time, if more convenient, though the cost will be the same.

How much will the breakfast club cost?

The cost will be £3.00 per child. However, if you have more than one child attending, the cost will be £2.00 for any additional sibling.

What does this cost cover?

- This will cover the cost of staffing, offering supervised care between the time of your child's arrival and the start of the Academy day at 8:45am;
- Breakfast, which will include a range of cereals, toast and a drink;
- Any additional resources/maintenance costs.

How do you pay for the breakfast club?

Payment should be made via our new on-line payment system, Pay360. Further to our recent emails, requesting all parents to link to this system, we can support you with this, if you require any guidance.

When must payment be made?

Payment should be made, at least 1 week in advance. This is important as we have to know numbers for each day. However, we do appreciate that during the first few weeks, it may take some parents, a little longer to get set up with the new payment system (though, as mentioned, we have asked all parents to sign up before Christmas).

How do I register my child for the breakfast club?

Please contact the main office to register your child for breakfast club. You will be asked to select the days you would like your child/children to attend. Once you have done this, please ensure you make the necessary payment through Pay360.

What time do children need to arrive to receive breakfast?

We would ask that children arrive before 8:15am, if they would like to have their breakfast with us.

Where will the breakfast club take place?

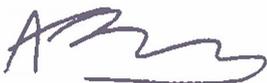
Children should be dropped off at the entrance near Mr. Clark's Office, where they will be greeted by a member of staff. The club will then use different areas of the Academy, including the dining hall and classrooms. This will be reviewed, depending on our numbers.

Who will be running the breakfast club?

The Breakfast Club Leader will be Mrs Donna Ridge, who many of you will know is our current Senior Lunchtime Supervisor.

Please contact the main office if you have any questions.

Yours faithfully



Mr A J Clark
Executive Principal