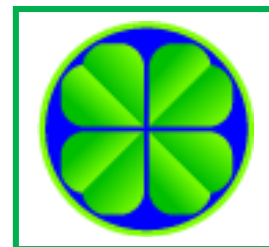




Preston CE VC Primary School

Henry Preston Road, Tasburgh, NR15 INU
01508 470454 office@tasburgh.norfolk.sch.uk



Saxlingham Nethergate CE VC Primary School

Church Hill, Saxlingham Nethergate, NR15 1TD
01508 499271 office@saxlingham.norfolk.sch.uk

Executive Headteacher: Mrs Lesley Payne

20th July 2020

Breakfast Club - Organisation

Dear Parents and Carers,

Thank you for confirming with the school office that you would like to use Breakfast Club in the new school year.

Our Breakfast Club sessions will take place in the school hall. In order to keep the children and staff as safe as possible, we are going to divide the children into two Breakfast Club 'bubbles'. The first bubble will be made up of children in Reception and Years 1, 2 and 3. The second bubble will consist of children from Years 4, 5 and 6. These bubbles will be different to the class bubbles - due to the size of the school hall and the number of staff available for running Breakfast Club, we can only divide the children into two bubbles instead of five. The two bubbles of children will be set up at opposite ends of the hall and will be provided with a range of activities.

Parents may park in the school car park but must accompany their child to the hall door. We ask you to enter and exit the car park at dead slow speed and to park with consideration for other users.

Parents will be asked to bring their children to the hall door once it has opened – please do not linger outside the hall door waiting for it to open. Adults will not be invited into the school building without prior arrangement.

Please make sure that your child brings a snack that they can open themselves. They will also need a ready filled water bottle.

When the children first arrive, they will be asked to wash their hands. Handwashing will also take place before the children eat their snacks and other appropriate times.

Sessions start at 7.55am and end at the start of the school day, at which time Key Stage 2 children will be released to go to their classes and Reception and Key Stage 1 children will be accompanied to their class.

All staff at Breakfast Club have undergone the appropriate checks and received safeguarding training.

Breakfast Club Bookings

There are a maximum of 12 places per morning.

The cost is £4 per session. Parents will be invoiced at the end of each half term. Payment will be expected by the first day of the new half term to ensure a continuing place in Breakfast Club. We would prefer payment by cheque if possible – please make cheques payable to Preston Primary School.

Bookings should be made in advance. Please contact the school office by phone or by email by 3.30pm on the day before a place is required. You may choose to make a regular booking or to book sessions on an ad hoc basis.

Where no booking has been made, a place may be requested on the morning by ringing the school office. **Breakfast club staff will not be able to agree to this.** Please be aware that the office may not be manned until 8.15am.

If you have any further questions about how Breakfast Club will run, please feel free to contact us.

Kind regards,

Georgina Rich

Deputy Headteacher