



Thursday 7th February.

Breakfast Club — Spring Term 2

Dear Parents and Carers,

We are delighted to confirm that our breakfast club will be continuing for the next term, due to its success so far.

If you would like your child to join or continue attending breakfast club, please complete the attached booking form and return to the office by **Thursday 14th February** at the latest.

Please also ensure you have completed the dietary and medical information and signed the terms and conditions.

Payment for any bookings will need to be made via Parent Pay by **Sunday 24th February** to secure your child's place.

Kind regards,

Mr N. Mindham
(Headteacher)



(Blank Page)



Breakfast Club Booking Form

Name of Child Class / Class Teacher

| Date W/C | 25/02/19 | 04/03/19 | 11/03/19 | 18/03/19 | 25/03/19 | 01/04/19 |
|-----------|----------|----------|----------|----------|----------|----------|
| Monday | | | | | | |
| Tuesday | | | | | | |
| Wednesday | | | | | | |
| Thursday | | | | | | |
| Friday | | | | | | |
| Total | £ | £ | £ | £ | £ | £ |

Sessions are allocated on a first come first served basis. Please return your form to the main office where it will be date and time stamped or via email to office@gaywood.norfolk.sch.uk

Session Fees: £2.90 per child per session

Booking Rules: Payment must be made in advance via Parent Pay. Please fill in a booking form for each half-term.

THERE WILL BE NO CREDITS GIVEN FOR MISSED SESSIONS (even if your child is ill).

Total payment made for the above bookings £ _____

Signed _____ Name _____ Date _____

- Medical Information and Terms and Conditions on reverse



Dietary and Medical Information

| | Yes/No | Details |
|--|---------------|----------------|
| Does your child have any specific dietary requirements? | | |
| Does your child have any allergies e.g. food, insects? | | |
| Are there any medical conditions for us to be aware of? | | |

Terms and Conditions

- All bookings must be made on the school booking form available from the school office or website
- Fees are payable half-terminly in advance via Parent Pay.
- Where payment has not been received in advance a place at the club cannot be guaranteed.
- All payments are non-refundable as provisions are based on the number of places a child is registered for.
- Payment is required even if your child is unable to attend the days that have been booked. ● The last breakfast will be served at 8:15am
- If we are unable to offer you a place, we will keep your details on a waiting list and will contact you should a place become free.
- Your child's place will be confirmed in writing
- In the event you would like to change the days that your child attends, a new booking form must be completed with your new requirements — we will endeavour to meet any requests however this is dependent on current numbers.
- We are unable to administer medication unless a school medical form has been completed.
- It is the parent/carers responsibility to disclose any special dietary needs or medical conditions on the booking form
- Children are not permitted to bring their own food to breakfast club.
- We reserve the right to withdraw an offer of a place if a child displays unacceptable behaviour or if arrears are accumulating.

I have read and accept the stated terms and conditions (please tick if you confirm).

Parent/Carers Name: _____

Parent/Carers Signature: _____

Date: _____