

BREAKFAST CLUB BOOKING FORM

MONDAY 22nd APRIL – FRIDAY 23rd MAY 2025

Name of Child/Children: _____ Year/Class: _____

Please tick the dates on which your child will use the Breakfast Club within the specific period.

Monday	XXXX	28.04.25	XXXX	12.05.25	19.05.25
Tuesday	22.04.25	29.04.25	06.05.25	13.05.25	20.05.25
Wednesday	23.04.25	30.04.25	07.05.25	14.05.25	21.05.25
Thursday	24.04.25	01.05.25	08.05.25	15.05.25	22.05.25
Friday	25.04.25	02.05.25	09.05.25	16.05.25	23.05.25

Sacred Heart

Breakfast Club	Price 2024-2025	
Registration Fee	0	
Booked Session	£8 per session	This is from 7.30am – 8.45am and includes breakfast.
Reduced rate for second child new	£6	
Reduced rate for third child	£5	
Add hoc/on the day Breakfast club £9 <i>if there is space available.</i>	£9	Bookings after 4pm on the previous day will be charged as an 'on the day' booking.

I would also ask that you please note the following terms of use for the Breakfast Club:
 Regular use of the Breakfast Club needs to be booked in advance at the beginning of each half-term.
 It is possible to swap the days by giving a day's notice – before 4pm on previous day.
 Unless notified, all booked sessions are non-refundable. However, any missed sessions due to sickness or other reason will be kept as credit to sessions booked, in the following half term.



Breakfast Club opens at 7.30am each morning, with entry via the front school gate.

Please bring your child into school.

Each session will be charged for at a set cost per child no matter what time they arrive. For your information, we would like to advise you that food will not be served after 8.20am to enable sufficient time for children to eat and staff to clear ready for the beginning of school at 8.45am.

Please ensure you notify school if your child has any food allergies/special dietary requirements.

As per the school's Charging and Remission Policy, Breakfast Club fees should be paid via SocPay.

Services used that month should be paid for by the end of that **same calendar month**. Late payment will be escalated.

If you are not set up for ScoPay online payments, please contact the School Office to request your child's login details.

If you have asked for other days which have not been allocated, you will be on our waiting list for that day until a place becomes available or you advise us that you no longer require a place.

If you are using the service on the day, you must bring your children into the school building and speak with Breakfast Club staff to check there is space, as school legally need to have the correct number of staff to manage the various age ranges and numbers of children. School may have to say no for this reason. **Please do check before leaving your child.**

We thank you in advance for your co-operation in these matters and should you have any queries please direct them in the first instance to Miss Flowers in the School Office via email preferably info@sacredheart.richmond.sch.uk

Please can we ask you to complete this form and send to the school as confirmation that you are in agreement with the above terms and to confirm the days allocated to your child are correct.

Remember to keep a copy for yourself so that you remember what you have booked.

Yours sincerely,

Brenda Green

Headteacher

BREAKFAST CLUB PLACE REQUIREMENT – FROM APRIL 2025

Child's Name(s) Class

I agree to pay for all the sessions used within the month, by end of that calendar month. I understand that the school will withdraw my place if I do not adhere to the above.



Signed.....Parent/Carer

Date.....

