



South Hiendley Primary School  
George Street, South Hiendley, Barnsley, S72 9BY  
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13<sup>th</sup> September 2018

Dear Parents/Carers

### **SOUTH PRIMARY SCHOOL BREAKFAST CLUB**

Thank you to all parents/carers who follow the correct procedure for booking places at the school's Breakfast Club. However, it is becoming increasingly common that children are arriving at Breakfast Club having not booked a place and where no last minute requests/cancellations have been received by staff via text message on the dedicated Breakfast Club mobile phone.

Whilst it is understood that unforeseen circumstances do arise, if the staff are not notified of all children attending the Breakfast Club, this creates great difficulty as the school must comply with strict staff to pupil ratios. If the number of pupils attending exceeds 30, another member of staff is required (often at very short notice on a morning).

Therefore, it is now requested that the following procedure be adhered to by all users of the school Breakfast Club:

### **BOOKING PROCEDURE**

A booking form will be sent home to parents/carers on a half termly basis which should be completed and returned to the school office by the designated date specified on the booking form. The cost of the Breakfast Club is £2.50 per day.

**Attendance fees are payable in advance on a weekly basis on the first day of attendance.** However, half termly payments are also accepted if that is more convenient.

Please ensure your payment is sent to school in a sealed envelope which shows your child(ren)'s name(s) and the amount enclosed written on the front. If payments include other items e.g. dinner monies, educational visits etc, please ensure you state the amount being paid for each item. Payments can be made online via [www.scopay.com/southhiendleysch](http://www.scopay.com/southhiendleysch) (all pupils have received account details from the school office). Any cheques should be made payable to South Hiendley Primary School.

**FOR LAST MINUTE BOOKINGS AND CANCELLATIONS, PARENTS/CARERS MUST SEND A TEXT TO THE BREAKFAST CLUB STAFF BEFORE 7.30AM** on the day a Breakfast Club place is required/has

been booked. *There is no facility to send a response, if there is a problem, staff will endeavour to contact you after 7.45 am.*

The Breakfast Club has a dedicated mobile phone and staff can be contacted on **07470 257872** (via text message, not calls).

**Parents/carers MUST book their child(ren) a place as explained above and MUST not simply turn up at the Breakfast Club.**

**Failure to notify Breakfast Club staff of cancellations will result in a £2.50 charge per day as a place will have been booked for your child(ren).**

If your child is ill, please inform the Breakfast Club staff by sending a text to the Breakfast Club mobile phone as soon as possible (preferably before 7.30am). **Failure to inform Breakfast Club staff of pupil illness will result in a £2.50 charge per day as a place will have been booked for your child(ren).**

### **ARRIVAL PROCEDURE**

Parents/carers should bring their children to the Multi-Purpose Room via the entrance leading on to the car park **and are required to sign in their child(ren) to the Breakfast Club.** This is to ensure the safety of the children and allow the staff to speak to parents/carers if necessary. To reiterate, children should be escorted into Breakfast Club by an adult and not left in the driveway.

Breakfast is served until 8.30a.m. Therefore, if your child requires breakfast, please ensure they arrive at school by 8.30a.m. No breakfast can be provided after this time as the Multi-Purpose Room must then be tidied ready for use in the school day.

Please note failure to follow these procedures may result in the loss of your child(ren)'s place at Breakfast Club.

If you have any questions, please contact the staff at Breakfast Club or school office.

Thank you for your co-operation.

Yours sincerely  
Mrs L Sanderson  
**Headteacher**

Please could you sign below to acknowledge receipt of this notice:

.....  
I acknowledge the terms of Breakfast Club use including payment and notification procedures:  
Parent/carer of \_\_\_\_\_

Signed: \_\_\_\_\_

Print: \_\_\_\_\_

Date: \_\_\_\_\_