



Headteacher – Mr P M Burgess Deputy Headteacher – Mr M Parkinson

November 2015

Dear Parent/Carer

Breakfast Club

I have recently undertaken a review of the administration of the School Breakfast Club.

In order to standardise procedures and bring those of the Club in line with our other extended provision i.e. Nursery Wrap Around Care, it will be necessary to make some changes to the way that you request sessions and subsequently pay for them.

For next term (week commencing 4th January 2016) you will need to complete a booking form detailing the sessions you would like, and place this in the red postbox in the main foyer, by the 10th December 2015 at the latest.

Once your bookings have been reviewed and accepted, you will be sent confirmation of them, together with an invoice for the same. This invoice will detail the terms of payment and request that all money is put directly into the red postbox with your child's name and 'Breakfast Club Fees' clearly marked on the envelope/money bag. You will in turn receive a receipt.

This procedure will apply to all bookings for January 2016 onwards.

We appreciate that from time to time you may require additional sessions at short notice, and we will always do our best to accommodate these requests. However I must stress that we cannot guarantee them, as it will depend on staffing levels.

A booking form is enclosed for your completion. By completing and signing this form you are agreeing to the Terms and Conditions of the Breakfast Club as detailed. Please pay particular attention to the fact that you will be charged for requested sessions, whether your child attends or not.

The changes that we are making will not affect the service or care that you or child receives whilst in attendance at Breakfast Club.

If you have any questions with regard to the above, then please do not hesitate to contact the school office in the first instance.

Kind regards

Mr P.M. Burgess

Headteacher

Dunston Primary & Nursery School

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