



September 2023

Dear Parents/Carers

Butts Primary School Breakfast Club

Welcome to Butts Primary School breakfast club. Our breakfast club runs from Monday to Friday 8.00am – 8.45am term time and is managed by two members of our staff Mrs Sarah Edgington & Mrs Karen Hill.

Breakfast is served to pupils attending from 8.00am until 8.20am. We provide toast and a varying selection of cereals for the children to choose from. We provide a selection of daily activities for the children to take part in and we pride ourselves in providing a homely relaxed atmosphere. At 8.45am the pupils will be taken into their classes ready for registration.

Ways in which to pay

The cost of breakfast club is **£3.50 per day or £17.50 per week**, however if you are in receipt of free school meals a reduction may be available. Once you have completed the attached form and have selected the set days your child requires, please return the form to a member of the breakfast club staff. All payments need to be made by 8.00am on Monday morning for that week on the school Gateway app. If your child is in receipt of pupil premium, please select that option on the app.

If you cannot commit to set days due to changing shift patterns at work, you will still be required to pay for a full time place for your child as we may have other families on the waiting list that require a full time place.

If for any reason your child is absent from school on any of the days you have selected i.e. sickness, holidays or differing work rota's, you will still be required to pay as those days have been held for your child, however if your set days need to be changed please speak to a member of breakfast club staff.

Please note that places are limited and will be given on a first come first served basis.

Terms of admission to breakfast club

We expect parents to:

- To keep breakfast club informed of all matters that may affect the welfare or care of their child and keep the staff informed of any changes.
- To notify of any changes to contact details or phone numbers.



- If your child is absent from school on a day when they are booked for breakfast club. Please contact the school on 01922 721073 and leave a message, informing the reason for absence.
- School would like to keep the cost of breakfast club low. We can only do this by parents making their weekly payments. School will only allow 1 week's grace for payments. Non-payment may result in your child losing their place. Places are very limited due to space.

We expect pupils:

- To co-operate with staff and follow instructions.
- To treat all members of the club with politeness and respect.
- To follow the school behaviour policy.
- To participate in activities on offer.

Please could you complete the slip below and return it to the breakfast club staff.

Many Thanks

A handwritten signature in green ink, appearing to read 'D. Marusamy', is written over a horizontal line.

Mrs Marusamy
Head of School

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Breakfast Club Agreement of Terms Slip

I the parent/carer of:

Child's name..... Year.....

I Agree to the above terms of admission to Butts Primary School breakfast club.

Signature..... Date.....