



Coulston Church of England Primary School

Bradmore Green

Old Coulston

Surrey. CR5 1ED

Telephone: 01737-554789

email: office@coulston-pri.croydon.sch.uk

Head Teacher: Mrs Annie Mitchell B.Ed Cert. Ed

Dear Parents & Carers,

July 2020

BREAKFAST CLUB

From September 2018, the booking procedure for breakfast club will be changing, and you will be responsible for booking and cancelling sessions according to your requirements. You will be prompted to pay at the time of booking, which we hope will make it easier to keep up-to-date with payments due. The new system will appear on your Parentpay account as 'Coulston C of E Breakfast Club'.

Please see the information below, and contact us if you have any problems.

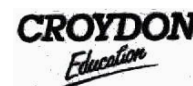
Booking:

- There is currently an upper limit of 35 children for Breakfast Club session, however, we will need to ensure that we have a safe staff:pupil ratio on a daily basis, and this is why there will now be a 3pm cut-off time for booking and cancelling sessions. This will give us time to organise sufficient staff for the following morning.
- You will still have the same flexibility as before, ie. you can book a whole term's sessions in advance, just a few, or just one the day before.
- There is a useful 'Help' button on the 'make bookings' screen which will guide you through the booking procedure.

Cancellations:

- Children who are absent from school due to illness will have their session cancelled automatically, and the credit will remain on the account to use for future bookings.
- Payments for sessions which have been cancelled before the deadline of 3pm the day before will remain as credits on your account to be used against future bookings.
- You will be charged for any sessions which are not cancelled before the 3pm deadline.

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Children Not Booked In:

- If you bring your child to breakfast club without having made a prior booking, your child will only be accommodated if sufficient members of staff are in place. **A surcharge of £4 will be added to your account in this situation.** Please be prepared to make alternative arrangements if we cannot accept your child into Breakfast Club.

Thank you for your support.

Yours faithfully,

Mrs A Mitchell

Head Teacher

