

Sacred Heart Catholic Primary School

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Headteacher: Mrs Rebecca Tregear



BREAKFAST CLUB

The school's Breakfast Club runs five days a week during term-time only, from 7.40am - 8.50am for Nursery to Year 6 children. You can choose which days your child attends. A healthy, nutritious breakfast is provided and the children have lots of fun and access to a variety of toys and games. The club is inspected by Ofsted, and all the staff are DBS checked. Mr Ben Taylor is the Breakfast Club Supervisor.

Breakfast Club prices are as follows:

£4.00 per child per day

£3.50 per child per day for two children or more of the same family.

Children attending Breakfast Club will need to have booked in using School Gateway, and their session paid for, at least one day in advance in order to secure their place. To book a place you will need to ensure your child is registered with Breakfast Club. Please complete the attached form and return it to the school office or Mr Taylor.

To secure your child's place and book a club session please do the following:

1. **Login** to School Gateway and **select** Breakfast Club, then **make booking** and select the appropriate rate. *(If you have only one child attending Breakfast Club please book using the standard rate. If you have two or more children attending please book using the sibling rate.)*
2. From the session calendar click on the session you would like to make bookings for. A running total of cost will be shown for the sessions booked.
3. Click **book** selected sessions. A confirmation message will appear asking you to confirm. Click **book now** to confirm your choices.
4. Click on **pay now**, select **Breakfast Club** payment request and follow the instructions.

Places are limited to 35 children and will be allocated on a first come first serve basis. If Breakfast Club is full you will be unable to book your child/children in to a session. Due to our child/staff ratio please do not bring your child to Breakfast Club without previously booking. If your child is brought to Breakfast Club but has not been booked in a charge of £20.00 will be applied for the first instance, increasing by £5.00 per day thereafter.

If you wish to cancel sessions at Breakfast Club please email the office at admin@sacredheart682.herts.sch.uk or inform Mr Taylor 24 hours prior to cancellation. Please try to cancel if you no longer require the session as it will allow parents who may be on a waiting list to book your place. You will also receive a credit to your account. If you do not cancel the booking you will still be charged for the session and your child will be marked as absent.

Please contact the school office if you have any queries or difficulties.

