

Sacred Heart Catholic Primary School

Merry Hill Road, Bushey, Hertfordshire, WD23 1SU

Telephone: 01923 901179

Email: admin@sacredheart682.herts.sch.uk

Website: www.sacredheart682.herts.sch.uk

Headteacher: Mrs R 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:

£5.00 per child per day

£4.25 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. The registration form can be found in the porch at the main school entrance or can be downloaded from our school website www.sacredheart682.herts.sch/parents/forms.

Due to our child/staff ratio, 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 in the first instance, increasing by £5.00 per day thereafter.

BOOKING A SESSION

To secure your child's place and book a club session please follow the instructions below:

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, 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 have to be booked on the School Gateway. **If Breakfast Club is full you will be unable to book your child into a session.**



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CANCELLATIONS

To cancel unwanted sessions at Breakfast Club email the school office, admin@sacredheart682.herts.sch.uk. You will receive a credit to your account if you cancel unwanted sessions in accordance with the table below.

Day	Cancellation
Monday	By 4.00pm the previous Friday
Tuesday to Friday	By 7.40am the previous day
First day back after school holidays	By 4.00pm on the last school day prior to the holidays beginning
Bank holidays	By 4.00pm the previous Friday

You are encouraged 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. If you do not cancel the booking as per the table above, you will still be charged for the session and your child will be marked as absent.

WAITING LISTS

A waiting list is operated on a first come first served basis. Inform Mr Taylor or the school office if you wish to be put on the waiting list and you will be contacted if places become available.

