Wood End School
Yeomans Avenue, Harpenden, Herts AL5 3EF www.woodend.herts.sch.uk
admin@woodend.herts.sch.uk
Tel: 01582 761636
Headteacher: Mr Richard Boulton
Deputy Headteacher: Mrs Clare Smart

Breakfast Club ~ Request a Place

Dear Parents/Carer

Forename	Surname	Mon	Tue	Wed	Thu	Fri

I wish to request the above places as **from Date**:

Please return this signed request form, to admin@woodend.herts.sch.uk or to Mrs O'Sullivan in the school office.

CHARGES

The charge is £6.75 per session. Each session runs from 7.45am to 8:50am.
You will keep these places until such time you give **a half term's notice in writing to terminate.**

A 'light breakfast' of cereals, toast and drink are included within this cost.

Does your child have any food allergies? If YES, please give details below:

Payment can be made via ARBOR **or** using the childcare vouchers as below;

Bravo Benefits	Care4	Computershare
EdenRed	Fair Care	Fideliti
Kiddivouchers	RG childcare (Rewards)	Sodexo
HM Tax Free childcare	Caboodle	

I will be using childcare vouchers to pay for Breakfast Club (yes/no) _____

Please note the "Arrangements & Health and Safety Information for the Breakfast Club" over page **which you are agreeing to** when you sign this/accept a place.

Mrs Jessica O'Sullivan,
Office Manager

Signed (Parent/Carer) _____Date_____

Please read overleaf

Arrangements & Health and Safety Information for Breakfast Club

KS1 Supervisors: Mrs Middleton / Mrs Grice / / Mrs Hattam / Miss Imrie
KS2 Supervisors: Ms Cunnah / Mr Barker

Time/Place: 7.45am to 8.50am

1. **KS1/EYFS children are in the Infant Hall** please enter via the pedestrian gate in Yeomans Avenue.
   KS2 Children are in the Junior Hall, please enter via the gate at the front of the Junior building, or via the alleyway gate joining Tuffnells Way with the Wood End Road.

All Car Parks are for staff only,
and must not be used by parents/pedestrians.

2. Please **do not park on the 'Zig Zag', single or double yellow lines.**

3. Pupils should arrive between 7.45-8am. At 8 am the register will be taken. Unlike the normal school register, absences are not chased, but will be charged.

   IMPORTANT Therefore, to **ensure the safety of your children, as there is no supervision on the playgrounds at this time of morning,** we ask that **children are handed over by the parent to a member of staff** in the Junior or Infant Hall.

4. The register holds a copy of any relevant medical conditions of children attending the club.

5. Please could all children bring their belongings, including water bottles, to hang on the pegs provided.

6. Pupils may use the junior corridor toilets, or as directed by a member of staff.

7. Wood End staff cannot be held responsible for loss or damage to personal belongings whilst attending Breakfast Club.

8. Breakfast Club takes place Monday to Friday, term time only. Places are available for pupils in Reception class and above. Places are restricted, and the school holds a waiting list. Payment is due for the complete half term whether you attend or not.

9. If you no longer require your place, on all or any particular day(s), please contact the school office to release your place to enable the school to allocate it to the next child on the waiting list. Should a child fail to register for 6 consecutive sessions during a term the place will automatically be re-allocated unless there are exceptional circumstances.

10. I have read and fully understand the above Notice regarding the Breakfast Club Arrangements, including Health and Safety.