



**West Green Primary School**  
**West Green Drive, Crawley, West Sussex, RH11 7EL**

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**Headteacher: Mr A Hodgson BA (Hons) PGCE**

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14<sup>th</sup> December 2018

Dear Parent/Carers,

**Re: Breakfast Club**

I am pleased to inform you that the Breakfast Club trial was a success. As a result, we will continue to run the Breakfast Club next term.

Details of the breakfast club are as follows:

Place: School hall  
Time: 7:45 – 8:45am  
Start date: Thursday 3<sup>rd</sup> January 2019  
Cost: £3.00 per child per day

What to expect: The children will be provided with a choice of cereal and toast with margarine/jam for breakfast, along with milk/water to drink. There will be a number of activities to keep them entertained before the start of school. The children will be walked to their classrooms for the start of the school day.

The number of places available at the breakfast club is limited to 16 children. Therefore, spaces will be allocated on a first come first served basis.

If you wish to book a place for your child/children at the breakfast club, please complete the attached form indicating the dates that you require. Once completed, please return the form to the school office along with payment. Your child's place will only be guaranteed once payment has been received.

You will also be able to use the breakfast club on an ad-hoc basis, if spaces are available. This can be booked via the school office. However, you will be required to give 48 hours notice and a place will only be guaranteed once payment has been received

Yours Sincerely,

Mrs Chapman  
(Deputy Head Teacher)

## Breakfast Club Booking Form

Number of Places Required: \_\_\_\_\_

Name of Child/Children: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Emergency Contact Number: \_\_\_\_\_

Allergies: \_\_\_\_\_

Please tick the boxes for the dates that you would like your child/children to attend the Breakfast Club.

	January					February					March					April
<i>Monday</i>		7	14	21	28		4	11	Half term	25 <i>Inset Day</i>		4	11	18	25	1
<i>Tuesday</i>		8	15	22	29		5	12		26		5	12	19	26	2
<i>Wednesday</i>		9	16	23	30		6	13		27		6	13	20	27	3
<i>Thursday</i>	3	10	17	24	31		7	14		28		7	14	21	28	4
<i>Friday</i>	4	11	18	25		1	8	15				1	8	15	22	29

Spaces are limited to 16 children. Spaces will be allocated on a first come first served basis.

Please return the completed form, along with payment as soon as possible. Your child's/children's place will only be guaranteed once payment has been received.

**Cost is £3.00 per child per day.**

Payment of £\_\_\_\_\_ is enclosed.

Signed: \_\_\_\_\_ (Parent/Carer)      Date: \_\_\_\_\_