

Wivelsfield Primary School



The Larks Breakfast Club

Monday - Friday: 7:40 – 8:40 am

PARENT / CARER INFORMATION LEAFLET

Introduction

The Larks Breakfast club aims to provide excellent childcare and breakfast for children in Reception through to Year 6. It is run in line with the values and ethos of Wivelsfield Primary School.

The Larks Breakfast club is a sociable time with children sitting round a table and breakfast includes a selection of cereal, toast, fruit, yoghurt and a drink of juice or milk. There are also activities provided.

Opening Times

The club runs from 7:40am until 8:40am Monday to Friday during term time and children can be dropped off at any time during this period. They will need to take all their belongings with them to the club and then to their cloakroom/ classroom at 8.40am.

The club is not open on INSET days or if the school is closed for any other reason.

Places

Larks Breakfast club has 20 places per day available. If there is sufficient demand, we will try to create additional spaces, dependent on staffing and room availability.

If there is insufficient demand, or other problems, the club will close. Should this be the case, we will give a minimum of six weeks' notice.

Dropping Off

The club is held in the Nest opposite Robins classroom. The gate at that end of the school is unlocked at 7:40am and the entrance for the club is the 'exit' door near the Nest. There is a door bell to use if no one is there to greet you. To ensure excellent safeguarding we will ask you to wait with your child until a member of staff has signed your child in. All children must be escorted to the door where they will be registered.

Cost

For bookings made and paid for by the end of the previous week.

Full session including breakfast **£4.25**

From 8:00am with no breakfast **£3.75**

The school will give at least 4 weeks' notice of any cost increase.

Contacting Larks Breakfast Club

Between 7:30am and 8:40am staff can be contacted 07580 712810.

Supervision

Larks Breakfast Club is led by Mrs Cole and Mrs Wakelen, who are both known by the children. When needed, other staff from the school may be used. Mrs Wakelen and Mrs Cole are fully trained first aiders and other first aiders are on site. If a child has Special Educational Needs we are not able to supply the same level of support as in the school day. You may wish to consider this, or talk with us, before booking a place for your child if this is relevant to you.

Refunds

Refunds will only be given in exceptional circumstances at the discretion of the head teacher, or for absence due to illness of more than two days.

Booking and Payment:

Wraparound care is booked and paid for using magicbooking.

<https://WivelsfieldPrimary.magicbooking.co.uk>

You can book ad hoc days or for the full school year. Payment can be made by card, tax free childcare or childcare vouchers.

To set up your account on magicbooking:

When you get to the login page, click the 'Forgotten Password' link, enter the email address we have on record for you at school, and follow the instructions received in the email to create your password. Check your junk folder if you don't see the email in your inbox.

We expect the same standard of behaviour and courtesy from children as in the school day. If your child is not able to show this they may not be allowed to attend the Larks Breakfast Club.

Other Information

Please contact the head teacher if you have any suggestions or complaints. If you have any questions, please ask at the school office.