

‘Achieving Excellence through Leadership’

# GILES JUNIOR SCHOOL

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Headteacher: Miss. L. Whitby

15<sup>th</sup> July 2020

Dear Parent/Carer,

## Giles Junior School Breakfast Club – New Booking Procedure

From September we will be running a cashless school, therefore improvements have been made to the Breakfast Club booking system. This has made it more efficient and effective for parents and staff and also to ensure everybody's safety whilst using our Breakfast Club. **From September, you will need to book your place into our Breakfast Club and make payment online, through the School Gateway clubs booking system.**

Breakfast Club will be open from Monday 7<sup>th</sup> September and you are able to book your sessions from today, 15<sup>th</sup> July 2020. You will no longer have the option to just make a payment, you need to click on the clubs module (which is the icon under the shopping trolley) and click on Breakfast Club (from Sep 2020) tab. You are then able to process your booking by choosing which session you require and the day or days you need to book onto the club. **DO NOT CLICK INTO THE TROLLEY AND MAKE A PAYMENT FIRST**, as you have done before. Once you have made your booking, you will be asked to make a payment. **The session will not be booked until a successful payment has been made**. You can book in for as many days as you need to.

Places are limited to 30 children, so if the club is full on the day you have requested, then you will not be able to book into the club on that day. **The deadlines for booking will need to be made by 10pm the night before your required session.** In the case of an emergency, please contact the School Office.

Each day the list of children attending our Breakfast Club will be printed off from the School Gateway and used for the daily register and also closely looked at to ensure safe spaces are set up for our year group bubbles. So it is essential that all bookings are done in this way. At this time we are only able to offer breakfast club spaces to Junior school children only.

If you have any questions please do not hesitate in contacting the school office. If you are not yet connected up to the School Gateway please download the app onto your phone and search for Giles Junior School.

For full details about our breakfast club please click on the link which takes you to our website and please check out the attached information leaflet : <https://gilesjm.herts.sch.uk/about-us/breakfast-club/>

Yours sincerely,

Miss. L. Whitby  
Headteacher

