



Ivy Lane School

Ivy Lane, Chippenham,
Wiltshire, SN15 1HE.

www.ivylane.wilts.sch.uk

Telephone: (01249) 652556

Email: admin@ivylane.wilts.sch.uk

Interim Head of School: Mrs D Burchett

September 2018

Dear Parents,

Re: Breakfast Club - Information & Charges for 2018/19

The Breakfast Club is run every morning from 7.30am until 8.30am and the cost is £16 per week. Parents who wish to book individual sessions will be able to do so at a cost of £4 per session per child. Discounts are available when more than one child from the same family attends the same sessions. The discounted prices are:

2 children: £24 per week

3 children: £32 per week

The discounted rate is for a full 5 day week ONLY and is 5 days for the price of 4 and must be booked in advance.

Pre-booking is essential. To ensure that a place is available for your child/ren email Mrs Tiller on c.tiller@ivylane.wilts.sch.uk by 4pm the day before. Cancelling a pre-booked place must also be done by 4pm the previous day otherwise there will be a charge for the session. Please also complete a registration form (attached to this letter).

Payments should be made in advance via the Ivy Lane online payments system SchoolMoney (schoolmoney.co.uk). We also accept online payments from Computershare, Busy Bees, Care and Kiddi Vouchers. If you would like to use another provider of childcare vouchers please inform Mrs Tiller.

During the club, your child will be provided with a healthy breakfast that will meet the government's nutritional standards and be given the opportunity to take part in activities which include reading, board games, homework and drawing/colouring.

Mrs Tiller (a teaching assistant) leads the club, assisted at all times by two other members of staff. At the end of each session, your child will be accompanied onto the playground ready for the start of the school day, where they will be supervised by the teacher on duty. Younger children will be taken directly to their class teachers.

If you would like your child/ren to join the Breakfast Club, please complete the registration form and return it to the school office or e-mail it to Mrs Tiller on the e-mail above. In order for the club to be a success, we do need your support, so any ideas or suggestions you may have would be very welcome.

Yours sincerely

Debbie Burchett
Interim Head of School



IVY LANE SCHOOL BREAKFAST CLUB - REGISTRATION FORM

Child's Details

Name:

Address:

Date of birth:

Registration class:

Allergies:

Doctor:

Emergency contact details

Name:

Name:

Relationship to child:

Relationship to child:

Telephone number(s):

Telephone number(s):

I wish to register my child for regular sessions Yes/No Start date:

I wish to register my child for ad hoc sessions Yes/No

Regular Weekly Sessions required

(please tick)

Monday

Tuesday

Wednesday

Thursday

Friday

Ad hoc sessions

Please let us know if there are days that you may wish to use the club; we will note your interest and this will help us to plan.

Monday

Tuesday

Wednesday

Thursday

Friday

Payment arrangements

Payment will be due in advance to ensure your child's place remains open, but can be paid at the start of each term.

If you wish to cancel a place, please email Mrs Tiller on the email address below. Cancelling pre-booked places must be done by 4pm on the previous day otherwise there will be a charge for the session.

Arrangements for ad hoc sessions

If you wish to book your child in to Breakfast Club, you must initially complete a registration form. Places will be offered on a first come/first served basis. You can book your child in by contacting Mrs Tiller on: c.tiller@ivylane.wilts.sch.uk by 4.00pm the previous day.

Payment will be required on the day your child attends Breakfast Club or in advance.

Once we receive your completed registration form and you have emailed Mrs Tiller, she will confirm your child's place has been booked.

Declaration

I have read and understood the terms of Ivy Lane School Breakfast Club.

Signed:

Print name:

Date:

