



# Ivy Lane School

Ivy Lane, Chippenham,  
Wiltshire, SN15 1HE.  
www.ivylane.wilts.sch.uk  
Telephone: (01249) 652556  
Email: [admin@ivylane.wilts.sch.uk](mailto:admin@ivylane.wilts.sch.uk)

Head of School: Mrs Helen Lammin (BSc Hons QTS)

---

16<sup>th</sup> July 2021

Dear Parents/Carers,

## Re: Breakfast Club Provision

Following my letter dated 8<sup>th</sup> July regarding the After School Club provision, to bring all of our booking systems in line, we will be moving to an on-line pre-booking system for the Breakfast Club provision to take effect from September. **Please be aware that any emails regarding Breakfast Club should now be sent to [breakfast@ivylane.wilts.sch.uk](mailto:breakfast@ivylane.wilts.sch.uk) and Mrs Tiller will access them.**

Following a review, the new pricing structure from September 2021 will be as follows:

Daily cost for one child : £4.75 per session  
Daily reduced sibling cost : £3.75 per child per session

This provision is run every morning from 7.30am until 8.30am.

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. **Please be aware that breakfast is served until 8.10am.** Mrs Tiller (one of our teaching assistants) leads the club, assisted at all times by three other members of staff. At the end of each session, your child will be accompanied to their classrooms, ready for the start of the school day.

## Booking Arrangements

You will be able to book sessions via the SchoolMoney system (the same as booking dinners and after school club) from **Monday 19<sup>th</sup> July. Sessions must be booked and paid for a minimum of a month in advance.** You will be able to book sessions for the first two terms of the new academic year if you wish, although please remember that payment is required at the time of booking. Further weeks will be put on-line in the new school year. You will receive a text and email notification with a reminder of the booking deadline dates. Please ensure that you follows the instructions carefully when booking sessions to ensure that the sessions are confirmed. This new booking system will initially be live until Tuesday 31<sup>st</sup> August and after that date, booking deadlines will be communicated to parents/carers.

## Payments

As mentioned in the Booking Arrangements paragraph above, payments must be made a minimum of a month in advance. We accept childcare vouchers from Sodexo, Kiddivouchers, Computershare, Government vouchers, Busy Bees, HappyPeople and Edenred. As payment is required when booking sessions, please ensure that the vouchers have been purchased at least 2 weeks prior to booking so that there is a credit on your account. If you have any questions with regards these or any other voucher schemes that are not listed, please contact our Finance Manager, Mrs Bunker on [finance@ivylane.wilts.sch.uk](mailto:finance@ivylane.wilts.sch.uk).



## **Registration Forms**

If you have not previously completed one, all parents will need to complete a registration form prior to attending the club. Please find attached a form which should be completed and emailed to [breakfast@ivylane.wilts.sch.uk](mailto:breakfast@ivylane.wilts.sch.uk).

If you have any further questions, then please do not hesitate to email [breakfast@ivylane.wilts.sch.uk](mailto:breakfast@ivylane.wilts.sch.uk)

Thank you for your continued support.

Yours sincerely



Mrs H Lammin  
Head of School

