



# Our Lady Catholic Primary School

Woodhall Lane, Welwyn Garden City  
Hertfordshire AL7 3TF  
Tel: (01707 324408)

Email: [admin@ourladys527.herts.sch.uk](mailto:admin@ourladys527.herts.sch.uk)  
Website: [www.ourladys527.herts.sch.uk](http://www.ourladys527.herts.sch.uk)

*Headteacher: Mr. R. Curry*

Wednesday 19<sup>th</sup> December, 2018

Dear Parents and Carers,

## **Early Bird Breakfast Club**

We are delighted to announce that our new 'Early Birds Breakfast Club' will be starting on **Monday 14<sup>th</sup> January, 2019**. After a lengthy planning process, we are confident that this new provision will prove to be very successful and valuable and hopefully become a permanent feature of our school.

The club, which is being run in the school dining hall by Mrs Hill and Mrs Stubbs, will run from **7.45 a.m.** each morning and will cost £4.00 per child per session. We are also pleased to say that we are offering a special sibling discount of £3.00 per session. Please note that other senior members of staff will also be on site at this time.

Our preferred method of payment is by cheque, payable a week in advance, to Our Lady Catholic Primary School. Cash payments, in person to one of the Breakfast Club leaders, will also be accepted.

A choice of breakfast cereal, followed by toast, fruit and a drink will be provided for each child and a range of supervised activities will be set up for the children to participate in once they have had their breakfast. Parents and carers should drop off their children at the office, where they will be greeted by one of the 'Early Bird' supervisors.

We would like to thank all of the parents who have signed up to use our Breakfast Club already. If you are still interested in accessing the service, there are still places available so please email the school office for a new enrolment form.

If you have any further questions about the club, please do not hesitate to ask. We hope you agree that this new provision will prove to be very valuable and become a permanent feature of our school.

Yours sincerely,

*Richard Curry*



## *Frequently Asked Questions*

### *Who can attend the club?*

Only pupils of Our Lady Catholic Primary School are eligible to attend.

### *How do I book a place at Breakfast Club?*

Places can be booked via the school office (in person or by phone) or email. We would prefer it if all bookings were made at least a week in advance.

### *How do I pay for Breakfast Club?*

Our preferred method of payment is by cheque, payable to Our Lady Catholic Primary School. Cash payments, in person to one of the Breakfast Club leaders, will also be accepted.

### *What if my child is poorly and misses their booked Breakfast Club?*

If school is aware of the absence in time to offer your child's place to someone else (i.e. by the end of the previous school day) the fee can be credited for later use. If no notification is given, the fee is non-refundable.

### *Can I turn up on the morning to see if there are any places?*

You are welcome to check on the morning to see if there are any places available. If this is the case, payment will need to be made to secure the booking with one of our Breakfast Club leaders.

### *Can my child's particular dietary needs be met?*

Yes, as long as we are made aware of the needs in advance. If specialist foods are needed, please discuss this with school.

### *What activities will be available for my child?*

We intend to have a range of age appropriate, structured activities that are just for Breakfast Club.

### *What will breakfast consist of?*

There will be a choice of cereal, i.e. Weetabix, Cheerios, Rice Krispies, porridge as well as toast, butter, jam or marmalade, fresh fruit and a drink (water, milk or juice).

***Who will be in charge of the club?***

School teaching assistants. School teaching staff will also be on site.

***What if my child is late?***

Breakfast will be served until 8.30am, if your child arrives after this time we may be unable to provide a full breakfast.

***What if my child is eligible for Free School Meals or entitled to the Pupil Premium?***

Breakfast will be free of charge to all pupils who are entitled to the Pupil Premium grant.

***How will the club operate?***

All normal school rules and procedures will apply. As the club is not classed as being part of the school day, school reserves the right to exclude any child whose behaviour is unacceptable. This would only be done after discussion with parent/carer.



Name of Child:..... Year Group: .....

☐

I would like to make a regular weekly booking for the Early Bird Breakfast Club.

Please tick the appropriate boxes:

All week	Monday	Tuesday	Wednesday	Thursday	Friday

☐

I would like my child to attend the Early Bird Breakfast Club on occasional days by booking in advance.

SIGNED:..... PRINT NAME:..... Date: .....