

20th July 2026

Subject: Breakfast Club Booking System – Important Information for Parents

Dear Parents and Carers,

The DfE Breakfast Club continues at school. For the club to run safely and smoothly for everyone, we will be implementing a **strict booking system and clear guidelines**.

Free Breakfast Club (8:15am – 8:45am)

- All bookings must be made **in advance through Arbor** when the booking system opens.
- Bookings must be made **half termly**
- **No on-the-door or last-minute bookings will be accepted.**
- Children will **not be admitted before 8:15am**.

Please note that **if your child arrives after 8:40am, we will only be able to offer fruit**, as staff will be preparing to pack away and take children back to their classes.

For safeguarding reasons, **parents must not leave children at the school gate and walk away**. Children must only be left once they have been safely admitted into the club by a member of staff. Leaving a child unattended will be considered a **breach of safeguarding procedures**.

Paid Breakfast Club (8:00am – 8:45am)

The system for booking the paid Breakfast club will remain the same as our current system.

- Booking forms will be sent out separately.
- A place will only be **confirmed once payment has been made in full**.
- Your child will then be **added to the club register**.

Please note that **any parents with outstanding arrears for Breakfast Club or After School Club will need to clear these before booking a place in either Breakfast Club scheme**.

We want this provision to work well for **your child, your family, and the school**. For this reason, the above guidelines must be always followed. **Breaches of these guidelines or regular non-attendance after a place has been booked may result in your child losing their place in the club.**

Thank you for your cooperation and support in helping us ensure the Breakfast Club runs safely and successfully for all children.

Thank you for your continued support.
Yours sincerely,



Stella Gannon
Headteacher