



**"Do the little things well"**

**St. Teresa's Catholic  
Primary School,  
A Voluntary Academy**

Head Teacher Mrs. A. Glynne-Jones  
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17 July 2015

Dear Parents/Carers

**Changes to Breakfast Club**

The Local Authority Catering Service run the Breakfast Club at St. Teresa's School. Following a recent review, they are going to make some changes for September.

Breakfast Club will start on **7<sup>th</sup> September at 8.00am** and will only be available to St. Teresa's pupils in Year 1 to Year 6. No parents or siblings from other schools will be allowed to access Breakfast Club due to Safeguarding guidelines.

There will be a set menu each day (see menu attached) at a cost of £6.00 per full week or £1.25 per pre-arranged day. We ask that parents send their child with money clearly marked in an envelope to be given to the catering staff who will take a daily register. In line with other childcare facilities and to support the kitchen who need to pre-order food, we will require you to commit to these new arrangements on a half termly basis and payment can be made in advance. For those who may wish to use Breakfast Club on pre-arranged days will need to pay weekly or in full for the half term to the catering staff on their first day of attendance. Cheques to be made payable to Nottingham City Council (NCC). **Payment should not be made using School Gateway for this purpose as all monies need to go to the school kitchen.** No breakfast will be provided unless paid for.

All children must be accompanied by an adult and their child released to a member of the Breakfast Club staff. **No child can be left outside school unaccompanied.**

All children will need to be at Breakfast Club at 8.00am. As we have limited space in the dining room, places will be allocated to those using Breakfast Club every day. Any other pre-arranged place will be allocated on a first come first served basis.

Please return the reply slip below indicating your preferences. If you have any queries please do not hesitate to contact the school office.

Yours sincerely,

A. Glynne-Jones (Mrs)  
Headteacher

**Changes to Breakfast Club**

I wish to reserve ..... place(s) at Breakfast Club for my child(ren) from 7<sup>th</sup> September to 23<sup>rd</sup> October 2015.

Child's Name ..... Class .....

Child's Name ..... Class .....

Child's Name ..... Class .....

My child(ren) will be attend Breakfast Club every day at a cost of £6.00 per full week

My child will attend Breakfast Club on a pre-arranged basis at a cost of £1.25 per day paid weekly

(please circle day(s) attending)      **Monday   Tuesday   Wednesday   Thursday   Friday**

Signed ..... Parent/Guardian