



Middlewich Primary School
Park Road
Middlewich
Cheshire

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Headteachers Ms. S. La Porta, Mrs Reynolds



Wednesday 29th March 2023

Dear Parents and Carers,

Re: Breakfast club changes

Our school breakfast club, run by Mrs Pomfret, Mrs Leather, Mrs Bailey and Mrs Bennion is a popular service that we are pleased to offer to our families. Over the last few years the breakfast club has grown from strength to strength and we regularly now have over 40 children attending each day. This is significantly more children than we had previously and means, in order to keep all of our children safe each day, we need to implement some changes to the way we manage the club. These changes will begin from the **1st May 2023**.

Parents and carers will now need to book a place for their child(ren) in the club. Places can be booked in advance up to the remainder of the school year. Priority will be given to families who already use the club in the first instances to ensure places can be secured. All bookings must be made via the school office by telephone or email. We now have a dedicated email address for this, breakfastclub@middlewichpri.cheshire.sch.uk. The breakfast club staff are unable to take any bookings. Bookings for the 1st May onwards will be taken from the 17th April. Please note bookings do not need to be made for April.

There will now also be a cancellation period of two working days. If places are booked but are not taken, these will be charged at the usual day rate. Fees will only be waived if cancellations are made at short notice because your child is too unwell to attend the club and school.

Parents and carers continue to receive a weekly invoice. All balances must be paid within 5 working days. Please note that families with an outstanding fee at the end of the calendar month will not be permitted a breakfast club place.

The daily rate of £4.50 remains the same. We do encourage families to pay in advance whenever possible.

As this new system will begin on the 1st May, we ask that all outstanding balances are cleared before this time. Failure to do so, will mean that we are unable to offer your child a place at the club.

Please also note, all parents and carers must now sign the daily register at drop off for health and safety reasons.

Please carefully read the attached terms and conditions. All bookings are subject to these.

If any families would like to discuss this further, or to speak confidently with a member of staff with regards to fees, please contact the school office or Mrs Bertoni (bertonic@middlewichpri.cheshire.sch.uk).

Many thanks for your support in this matter.

Yours sincerely,
Mrs G. Reynolds
Headteacher