



Castlefields Primary School, Castlefields, Bridgnorth, Shropshire WV16 5DQ  
Phone: 01746 764072 Email: [admin@castlefields.org.uk](mailto:admin@castlefields.org.uk) Website: [www.castlefieldsprimary.co.uk](http://www.castlefieldsprimary.co.uk)  
Head Teacher: Mrs R Lee

7 September 2022

Dear Parents/Carers

### Breakfast Club

Breakfast Club will continue to be available from September 2022 offering care from 8.00 am.

### Venue

Breakfast Club takes place in the demountable and is available for children from Reception to Year 6. We are unable to open this service to nursery children due to ratios of adults to children and the age gap that we would be dealing with if we had 3 year olds to 11 year olds. There are two adults who run Breakfast Club; one Teaching Assistant and one other member of school staff. Children will be able to have breakfast which consists of cereal, brioche type rolls and juice. There will be various activities for children to enjoy.

### Booking

Once a signed copy of this letter and a registration form has been completed, please book your place via the office (by telephone or email). Can we remind you that it is the place you are booking not the child. If you book a session and decide not to use it with less than 48 hours' notice, then we will have to charge you.

### Payment (correct at date of letter but subject to review in Summer Term 2023)

8.00 am - 8.50 am (or any part of):	£4.50 per child
	£4.00 for siblings

An invoice will be issued via ParentPay at the end of the half term following attendance. We are unable to offer a further discount for dual attendance at both Breakfast Club and Wrap Around. Childcare Vouchers are accepted. (Once your child has started in Reception in September, you will be asked to create a ParentPay Account.)

### School Car Park

The school car park is used as part of our one way system. We therefore politely ask that you do not use the car park at any time.

### Allergies and Medication

Please ensure that the data sheet for Breakfast Club and the one for school both reflect your child's present medical conditions. If your child needs an inhaler or epi-pen they must have one to keep in Breakfast Club too.

If you have any comments or queries, please do not hesitate to call in and talk to us.

Yours sincerely

Mrs R Lee  
Headteacher



Breakfast Club

I have read and understand the terms of the letter dated 7 September 2022.

Signed: \_\_\_\_\_ (Parent/Carer)

Please print name: \_\_\_\_\_

Parent/Carer of: \_\_\_\_\_



**Castlefields Primary Breakfast Club**

**Pupil Information - All the following information will be treated confidentially**

<b>Name of Pupil</b>	
<b>Names of adults who will usually drop off</b>	
<b>Address</b>	
<b>Contact Numbers</b>	
<b>Medical Information (please add any information even if it seems trivial) - include allergies</b>	
<b>Preferred breakfast / cereal etc - we cannot guarantee but will try to cater for different tastes</b>	
<b>Any other information</b>	

**Please return this form prior to attending Breakfast Club. You will be invoiced at the end of the half term attended via ParentPay.**

Signed \_\_\_\_\_ (Parent/Carer)