



**Bagshot Infant School**  
**School Lane**  
**Bagshot**  
**Surrey**  
**GU19 5BP**

**Telephone: 01276 473385**  
**Fax: 01276 451759**

email: [info@bagshot.surrey.sch.uk](mailto:info@bagshot.surrey.sch.uk)

**Head Teacher: Miss Katie Aldred**

19<sup>th</sup> January 2023

### **Breakfast Club**

Dear Parents and Carers,

Further to my earlier letters, regarding wraparound care at Bagshot Infant School, I am now able to share further details with you regarding Breakfast Club and how we, as a school, will operate it.

#### **Staffing**

Bagshot Infant School staff will operate the club each morning.

#### **Timings**

Breakfast club will run from **08.00-08.40**, Monday-Friday, term time only.

#### **Location**

The club will operate in our dining hall, in the main school building. Please drop your children via the main carpark, walking around to the side entrance door of the dining hall. For the first few days, staff will be on hand to guide you to the correct entrance.

#### **Cost**

The cost of each session will be **£6**. Having considered all running costs, we believe charging £6 will ensure we cover our costs, assuming sufficient number of children attend. As I am sure you can appreciate, as a local authority-maintained school, it is not within our gift to subsidise the running of the club, using funding received from central government intended for the children's learning.

#### **Booking**

Initially, we will run a paper-based booking process. The booking form and terms and conditions are available on our school website [here](#) for parents to read, download, print and return to the main school office. Please do not hand forms and monies to class teachers. If you do not have a printer, please email the school office and a set of forms can be printed for you.

We are unable to accept *ad hoc* bookings currently. In order for us to plan staffing appropriately, we require parents and carers to book and pay for the entire half-term, in advance. For example, a parent may book every morning, Monday - Friday or book every Monday only, for the full half-term period.

### **Payments**

Please enclose either cash or a cheque, made payable to ***Bagshot Infant School Fund***, with your termly booking form and return this to the school office. Upon receipt of both the booking form and monies, confirmation of your child's place at Breakfast club, and a receipt for monies will be issued.

We are unable to take children into Breakfast club, without prior payment.

### **Food**

We will offer typical breakfast fare, including; toast, cereal, fruit, milk and water to all children attending Breakfast Club. Please do not send your child with any other food, as other children may be allergic to specific items.

### **Activities**

We will provide activities for the children, such as lego, reading, colouring and board games, within the Breakfast Club.

### **Start of the School Day**

The children will be escorted to their classroom, at 08.40, by Bagshot Infant School staff.

### **Terms and Conditions**

Full terms and conditions are available on the school website [here](#)

I have outlined, in as much detail as I can, here, our initial plans for the Breakfast Club. As this is a new venture, I am anticipating the running of the club will evolve and develop. We will endeavour to keep you informed, in as timely manner as possible, should we need to change any aspects of the club, for example payment methods etc, but being mindful that we need to get it up and running as soon as possible, wanted to share our plans with you now.

Kind regards

Miss K Aldred