



Chess Valley  
Primary  
Learning  
Trust



**Homework and Breakfast Club Agreement (to be returned to school)**

**Booking Request/Changes Form**

**Summer Term 2021**

**20<sup>th</sup> April – 16<sup>th</sup> July**

The cost for our Breakfast Club is £6.00 per session. The club runs from 7.45am until the start of the school day, each day during term time, excluding Inset days, school holidays and occasional days, which will be published in our Term Dates and Key Dates information available on the school website. The club is available to all children attending our school. Please see the attached terms and conditions and the timetable for the allocation of places.

Payment is made online using Parentmail Pay. You will receive an invoice relating to your booking request and asked to pay online by a certain date.

<b>Children's Name:</b>	1. 2. 3. 4.
<b>Parent's Name:</b>	
<b>Telephone Number:</b>	
<b>Email address:</b>	

Please indicate how many places your family requires for Breakfast Club provision each day

<b>Breakfast Club: 7.45am to 8.40am</b>				
<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
				<b>Not Available</b>

Bookings are made termly and require a half-termly notice period (6 weeks) for any cancellation.

Signature of parent \_\_\_\_\_

Name of parent \_\_\_\_\_

Date \_\_\_\_\_

**Chess Valley Primary Learning Trust**

Registered address: The Common, Rickmansworth Road, Chorleywood, Herts, WD3 5SG  
A company limited by guarantee registered in England & Wales; Company number **08240619**

Date form received by office: \_\_\_\_\_ (office use only)

**Homework and Breakfast Club Terms and Conditions (to be retained by parent)**

The Homework and Breakfast Club opens at 7.45am (**children will not be accepted before this time**) until the start of the school day, every school day during term time, with the exception of Inset days, school holidays and occasional days, which you will be notified of in advance. The before school care is available to all children in the school including Reception.

**It is essential that you stick to the scheduled start time for the Breakfast Club so as not to disrupt the smooth running of the session.** Late comers whether paid or not, arriving after 8.15am will not receive a breakfast meal.

A breakfast meal (cereal, milk, toast and spread as chosen etc) will be served between 7.45am and 8.15am. Following breakfast, children will be supported in completing homework and educational activities.

**We will do our best to cater for all dietary needs, but in some cases where specialised food is required, we will request that parents provide this. Only in cases such as these, will the cost be reduced by £1 to £5 per session.**

**Fees**

The fees for 2020 - 21 are £6.00 per morning (including a meal). Fees will be invoiced termly and are subject to annual review.

**Terms and Conditions**

- Your child's place will be maintained on the days and times requested throughout the school year unless we are informed to the contrary.
- All new applicants or changes to current arrangements must be made with the official booking request/changes form.
- **Places roll-over to the next term and academic year automatically.** It is a parent's responsibility to inform the school if you wish to cancel or amend your place for the next academic year, within the notice period stated below. Without providing notice to the school a charge will be levied based on your historic booking until October half-term.
- The days booked must remain the same on a consistent basis. Any changes must be notified in advance to Miss Presswell.
- All new applicants or changes to current arrangements must be made with the official booking request/changes form.
- Allocations are made on a first-come, first-served basis.
- All invoices must be settled in full, by the closing date given.
- **Termination of the agreed sessions must be received in writing by the end of each half-term that precedes the end of the term in which the place is no longer required. (eg start September, stop December means notice given October half-term, 6 weeks before the end of term).**
- Emergency ad hoc sessions are not available unless previously agreed in advance and subject to staffing.
- Only children registered for Homework and Breakfast Club are eligible for ad hoc sessions.
- If your child is unable to attend a session due to absence or an alternative arrangement, please inform the Breakfast Club Coordinator via school office.
- No refunds are given for missing booked sessions due to illness or other reasons.
- The Breakfast Club only operates when the school is open and functioning with a full compliment of staff. **If the school notifies parents of a partial or full closure due to inclement weather, the Club will not be available.** Children will not be accepted before normal school hours unless fully operational.
- The school reserves the right to withdraw the breakfast club provision should the number of children attending mean it is not viable to run.
- **The Breakfast Club is administered by Sarratt C of E School.**
- **All booking enquiries should be directed to Ms Sarah Presswell in the school office. Contact for Ms Presswell tel: 01923 262003 email: [finance@sarratt.herts.sch.uk](mailto:finance@sarratt.herts.sch.uk)**

Start date:	Autumn Half Term	Spring Term	Summer Term
Deadline for requests	21.10.20	07.12.21	30.03.21

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Deadline for cancellation	October half-term 2020	February half-term 2021	May half-term 2021
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