



# LEAGRAVE PRIMARY SCHOOL



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Email: [admin@leagraveprimary.co.uk](mailto:admin@leagraveprimary.co.uk)  
Website: [www.leagraveprimary.co.uk](http://www.leagraveprimary.co.uk)  
Headteacher: Mrs E Gillespie  
Deputy Headteachers: Mrs D Bastin, Mrs V James

***‘STRIVING FOR EXCELLENCE, LEARNING FOR LIFE’***

September 2023

## **Breakfast Club / After School Club**

Dear Parents/Carers,

It is time to register/re-register your child for the Breakfast and After School Clubs. The clubs will run various fun activities each day. Please complete the enclosed Agreement Form for **each child** and email to [parents@leagraveprimary.co.uk](mailto:parents@leagraveprimary.co.uk). All bookings and payments are to be made online via your child's Scopay account.

Breakfast is included in the price of Breakfast Club, however if you require a snack for your child at After School Club this must be booked and paid for in advance as an optional extra.

**ALL bookings and payments must be made in advance.** An initial Registration fee of £10 per academic year per family must be paid in conjunction with the completion of our Agreement Form.

Breakfast Club	Monday to Friday Includes breakfast up to 8.30am	8.00am – 8.45am	£3.50
After School Club	Monday to Thursday End of school day until 4.00pm End of school day until 5.00pm End of school day until 4.00pm with snack End of school day until 5.00pm with snack		£3.50 £5.00 £6.00 £7.50
	Fridays only End of school day until 3.30pm End of school day until 5.00pm End of school day until 3.30pm with snack End of school day until 5.00pm with snack		£5.00 £8.50 £7.50 £11.00

If your child is not collected from After School Club by 5pm you will be charged £10 per every 15 minutes that you are late.

Thank you for your co-operation in this matter and please do not hesitate to contact us should you have any queries.

Yours sincerely

Mrs E Gillespie  
Headteacher



**Leagrave Primary School**  
**Breakfast Club / After School Club**  
**Agreement Form**  
**Academic Year 2023/2024**

It is our commitment to all children that they have a safe and happy stay whilst accessing our out of school facilities.

I agree to my child: ..... Class: .....  
attending Leagrave Primary Schools' Breakfast /After School Club. I am fully aware that **ALL** payments and bookings **MUST** be made in advance (24 hours in advance of the day I wish to use the facility). If the booking is no longer required, I am aware that I must give a **twelve hour cancellation notice** in order to receive a full refund.

If staff encounter problems with the behaviour of my child/children, I understand that the school club management has the right to withdraw my child/children from the service and my agreement will no longer be valid.

(In this instance parents will be notified. A final notice of withdrawal of club agreement for your child/children will be issued with two weeks' notice.)

If my child is not collected by 5pm I will be charged £10 per 15 minutes that I am late.

Should I not inform the school about who is collecting my child/children and/or not arrive to collect myself, I understand the school is obligated to make a referral to Social Care. This will commence at a designated time after 5pm as staff will not be liable to care for my child after this time.

In the event of the club being full I understand my child/children may not be able to access a place on that day.

I fully accept that, should I not abide by the above agreement, my child/children will no longer be able to use Leagrave Primary School's Breakfast/After School Club.

Signed: .....Parent /Guardian

Date.....

Telephone number: .....

Email address: .....