



Joy Lane Primary School

A Love of Learning, for Life, for All

Oyster Bay Nursery & Oysters SRP (ASD)

Executive Headteacher: Ms D J Hines

Head of School: Mr M Ashley-Jones

Friday 13th October 2023

Important information regarding booking Breakfast Club and After School Club

Dear Parents and Carers

Please note that for both our Breakfast Club and After School Club facility to work safely and effectively, and also to ensure that we have the correct ratio of staff to children each day, we **must** know attendance numbers in advance. Parents and carers, please note that to secure your child's place in these clubs, it is essential that all sessions are booked up and paid for in advance and that there is no outstanding debt. **Your WRAP AROUND CARE account must be topped up before you are able to book.**

Mrs Moorfield is available in school each Monday morning and Tuesday after school should there be any advice needed on how to book Breakfast Club or After School Club. She is also contactable through ClassDojo. You can also find out more about Arbor [here](#).

Please note that you would need to book on Friday before the following week to secure your place for Monday. As a reminder, our After School Club capacity is 60, so you will be unable to secure a place if numbers exceed this.

Last minute emergency requests for children to access Breakfast Club or After School Club may be granted subject to availability, supervision and pre-payment. Please note that if your child's name is not on the register and the school has to make staffing adjustments, you will receive a phone call from the school office and a **£20 fee** will be charged in order to accommodate this late request to look after your child.

I am sure you will understand that pre-booking is for the safety of the children, as well as ensuring staff ratios are correct, and to meet with compliance regulations. For your information, please see our [Breakfast and After School Club Policy](#). Finally, it is imperative that you contact the school office if you are having any issues with booking or payments so that the school can assist you with your query; moving forward, this will also ensure there is no misunderstanding over bookings and payments.

Breakfast and After School Club:

Phone Main Office: 01227 261430
Mobile: 07542 133247 (3.20pm—6pm)
Email: office@joylane.kent.sch.uk

Yours sincerely

M Ashley-Jones

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Head of School