



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

18th January 2022

Important information regarding Breakfast Club and After School Club

Dear Parents and Carers

I am writing to you regarding changes to the way we will be operating our Breakfast and After School Club facilities. Historically, we have tried to offer a flexible approach to parents and carers in the way Breakfast and After School Clubs have operated; however, this has become increasingly difficult to manage as the school has increased in size and it is now imperative that we know the numbers attending in the morning and after school clubs in advance.

Booking Procedures

Moving forward, all sessions will need to be **pre-booked** and **pre-paid** at least **7 days** in advance, (**starting from Monday 31st January 2022**) using our online booking service for this to work more effectively and to ensure that we have the correct ratio of staff to children each day. You can book your child in for single sessions or long-term blocks. Parents and carers, please note that in order to secure your child's place in these clubs, it is absolutely vital that all sessions are paid for in advance and that there is no outstanding debt.

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 be aware that a **£20 fee** would be charged in order to facilitate this request, providing there is availability.

Parents / carers will be asked to sign in their child on the daily Breakfast Club register when they arrive and sign their child out on the daily After School Club register when they leave. A staff member will sign the children out of the Breakfast Club and sign in the children for the After School Club. These registers are used to produce an account of the children who are on the School site at any time, and also for Health and Safety and payment purposes.

I am sure you will understand that pre-booking is for the safety of the children as well as ensuring staff ratios are correct, in order to meet with compliance regulations. For your information, please see our Breakfast and After School Club Policy below:

https://www.joylane.kent.sch.uk/images/documents/policies/Extended_Services_Policy_2021-22.pdf

Breakfast and After School Club:

Phone Main Office: 01227 261430

Mobile: 07542 133247 (3.15pm—6pm)

Email: enquiries@joylane.kent.sch.uk

Yours sincerely

M Ashley-Jones

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Head of School

ExtendedServicesLetterJan2022