

New Town Primary School

School Terrace, Reading, RG1 3LS

Headteacher: Miss P Cornish

Telephone: 0118 9375509

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Email: admin@newtown.reading.sch.uk

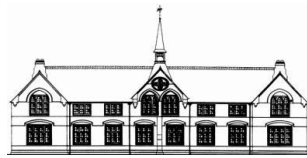
Website: www.newtown.reading.sch.uk

New Town Primary School Breakfast Club

Breakfast Club runs daily from **8.00am until 8.45am** when the children join their classes for registration. Children are provided with a healthy breakfast and some relaxing activities to start their day. It is accessed from the gate opposite the staff car park at the bottom of Cholmeley Road. Bookings must be made in advance and parents can request spaces on the days they require the childcare.

- Breakfast club costs **£2.50** per session, per child.
- An application does not guarantee a space. If the breakfast club is full, you will be kept on a waiting list.
- Please do not bring your child to breakfast club until a space has been confirmed.
- Please be aware that fees will be added to your ParentPay account daily and must be paid weekly (by Thursday of that week). If you prefer you can add a credit for the full weekly, monthly or termly amount due to your ParentPay account in advance. This will then be deducted as sessions are taken.
- Please be aware that pupils with overdue fees from the previous week will not be admitted to Breakfast Club unless the balance is cleared.
- Sessions must be paid for in the event of your child not attending school for any reason or not attending the breakfast club.
- Allocated places are subject to a 4 week notice period for cancellation. Parents are liable for costs during this time, whether or not children continue to attend during the notice period.
- Please inform the school, in writing, if a space is no longer required, giving 4 weeks' notice.
- If your child leaves the school, you are required to clear any Breakfast Club costs on ParentPay by their last day of attendance.
- Please drop your child to the gate at the bottom of Cholmeley Road by 8am prompt for access and ring the bell if you miss the gate.

We will inform you if a place is available and confirm the start date.



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New Town Primary School Breakfast Club Application Form

Completion of an application form does not guarantee a place. We will inform you if a place is available and confirm the start date.

Childs Name:	Child's Class:				
Parent Name:	Phone Number:				
Days requested: Sessions run from 8.00am-8.45am daily. We will endeavour to allocate your required sessions, but will add you to the waiting list if your chosen session(s) are full.					
Breakfast club sessions required:	Mon	Tues	Wed	Thurs	Fri
Please write the name of any siblings who already attend Breakfast Club:					
I wish to apply for a place as specified above and I understand that payments are due in advance, either weekly or termly (to be agreed with Office Manager). Should a place be allocated, I agree to the terms and conditions as outlined at the beginning of this form. Signed: _____ Date: _____					

PLEASE DO NOT BRING YOUR CHILD TO BREAKFAST CLUB UNTIL A SPACE HAS BEEN CONFIRMED.