



Dear Parents,

Thank you for your interest in Breakfast Club.

Please read through the terms below and complete the reply slip at the bottom of the form. In addition, the Breakfast Club registration form (separate attachment) should also be completed. These should then be emailed to [admin@greatchesterford.essex.sch.uk](mailto:admin@greatchesterford.essex.sch.uk). Following receipt, the admin team will make the club available to you for online booking.

Please note the following terms.

- Breakfast Club is open Monday to Friday during term time, from 8.00am - 8.55am, in our STEM Hub. Access is via the KS2 black iron gate and the Stem Hub door is situated near the school library entrance.
- The cost per day is £3.50 per child and sessions must be booked, in advance, via SCOPay.
- Sessions can be booked up to 31 days in advance.
- Your account will need to be in credit prior to a booking being made eg. if you wish to book 10 sessions in advance, you will need £35.00 of credit on your account.
- All sessions must be booked by midday on the previous day, at the latest. Please note that if you have not booked in advance your child will not be able to attend.
- There is a daily limit of 15 children per session and SCOPay will notify you if this limit has been reached.
- **Bookings: Please note that pre-booking is essential and must be made before 12pm, on the preceding day, via SCOPay. You can also pre-book regular sessions in advance.**
- **Cancellations: If your child will not be attending pre-booked or regular sessions, please notify us before 12pm on the preceding day. Please note pre-booked sessions will be charged for unless cancellation requests are received.**

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To: Breakfast Club

- I have read and understood the above booking, cancellation and payment terms.
- I have attached the registration form.

Child's name: .....

Signed: .....

Dated: .....

Parent/Guardian