



# St Matthew's

## Church of England Primary Academy

A member of 

New Hall Lane  
Preston  
Lancashire  
PR1 5XB

T: 01772 794482

E: [psmoffice@cidari.co.uk](mailto:psmoffice@cidari.co.uk)

W: [www.st-matthewscofe.lancs.sch.uk](http://www.st-matthewscofe.lancs.sch.uk)

27th February 2024

Dear Parents,

I thought I would take this opportunity to give you some information about what is available from Lancashire for children with SEND.

**Break Time:** Email [breaktime@lancashire.gov.uk](mailto:breaktime@lancashire.gov.uk) phone: 0300 123 6720

Break Time is now part of the Children and Family Wellbeing (CFW) service at Lancashire County Council. Break Time short break activities provide a range of activities and groups for children and young people with special educational needs and/or disabilities who meet the criteria to attend and who do not receive short breaks following a social care assessment of need. Each eligible child or young person can access up to **78 hours of Break Time activities and groups each year** which can be used between one or two Break Time providers. You can register for Break Time activities online. You will need to register each year.

Break Time memberships run from 1 April until 31 March.

Once you get confirmation that you are registered, you will get a membership number (unique identifier number) to use to book your child or young person onto activities and groups.

There will be a minimum contribution from parents and carers towards Break Time activities and groups of £2 per hour. This is in addition to any specific costs for activities, entrance fees or transport costs to activities.

What happens next

They need to check your child or young person meets the eligibility criteria to attend Break Time. As part of this they will check Lancashire County Council's records. This will include checking if your child or young person is on the SEN Register or is known to the Inclusion Service.

They may need to contact you to discuss how your child or young person meets the eligibility criteria.

You will receive a letter within six weeks to tell you the outcome of your registration.

If your child or young person is allocated 78 Break Time hours the letter will explain what you need to do next.

If your child or young person is not allocated Break Time hours, the letter will explain why this is.

Where the demand for Break Time exceeds the availability of the service, eligible children and young people will be prioritised for Break Time by the date on which their registration form was received.

**SENDIAS** – email [information.lineteam@lancashire.gov.uk](mailto:information.lineteam@lancashire.gov.uk) Tel: 0300 123 6706

Lancashire SEND Information, Advice and Support Service is a statutory service which is run at 'arm's length' from the Local Authority and provides free, confidential, impartial advice, guidance and support to parents of children with special educational needs and children and young people with SEND.

**Local Offer and SEND Directory** - <https://senddirectory.lancashire.gov.uk/kb5/lancashire/directory/home.page>



**Headteacher: Mark Mackley**



Cidari Education Ltd Company Number: 08822760



I look forward to meeting you at Parents' Evening later this term. You can also contact me by email:  
tracy.young@cidari.co.uk

Yours sincerely,



A handwritten signature of T. Young in a blue box.



**Headteacher: Mark Mackley**  
New Hall Lane, Preston, Lancashire, PR1 5XB

CIDARI