



St. Peter's Church of England Primary School

School Road
Heysham
Lancashire
LA3 2RF
01524 852155

Headteacher Mrs Alison Dodd



Dear Parent / Carer

Breakfast Club Autumn Term 2026

We currently offer the provision of Breakfast Club, managed and administered by the school and are ready to take bookings for the Autumn Term 2026.

For those considering Breakfast Club for the first time and new to the process and enrolment, the cost is £4.25 per session and bookable one term in advance. We politely request that booking patterns are consistent. For those who submit their booking form later than the last day of the previous term, this will be dealt with at the earliest opportunity upon return to school after the break. Dependent upon staffing levels and ratios, your booking will be considered and a response received within a week of receipt of the late booking request.

Payment should be made via ParentPay, where you will see this payment item on your account for your child(ren). We will always enter the full balance for the term and this will remain on your account until we receive any payment or childcare vouchers into the school account. Once this has been done, your remaining balance will reflect any outstanding balances (if applicable).

Attendance at the Breakfast Club is subject to payment in advance wherever possible and charges will still apply for any missed sessions. Good behaviour on the part of the child is always expected, as is timely arrival between 7.45am - 8am. Unfortunately, we are not able to accept "additional" children on an "ad-hoc" basis. However, we *may* be able to offer this facility to parents who cannot make a prior commitment, as long as we are given a minimum of 24 hours' notice and the club is not over-subscribed.

For administration purposes, please complete the attached booking form along with correspondence and emergency contact details. Please then sign it, accepting the above conditions and return it to school, **with the appropriate fee paid** in ParentPay once you have next term's balance visible in your account.

All Breakfast Club correspondence should be sent to breakfastclub@stpetersheysham.lancs.sch.uk.

Yours sincerely,

Headteacher

Booking Form for Breakfast Club

Autumn Term 2026

Child's Name(s):		Child's Class(es):
Day Attending	Please Tick	Childcare Voucher Provider if applicable:
Monday		
Tuesday		Correspondence Email:
Wednesday		Emergency Contact Name:
Thursday		Emergency Contact Tel 1:
Friday		Emergency Contact Tel 2:
Important Notes for Breakfast Club Staff (if applicable):		
Please list any allergies or medical information (if applicable):		
Any ad-hoc requirements (if applicable):		

I agree to the terms and conditions and commit to pay the full amount for the term within the time specified:

Signature _____ **Date** _____