



## **Arrangements & Health and Safety Information for Breakfast Club**

**Supervisor: Miss Cunnah**

**Time/Place: 7.45a.m to 8:50a.m in Junior Hall**

1. Children are to be taken to the junior hall, by the parent, via the gate at the front of the Junior building, or via the alleyway gate joining Tuffnells Way with the Wood End Road. Please note the junior car park is for **staff only**, and **must not** be used by parents.
2. Pupils should arrive between 7.45-8am. At 8:15am the register will be taken. Unlike the normal school register, absences are not chased but will be charged. Therefore to ensure the safety of your children, as there is no supervision on the playgrounds at this time of morning, we ask that children are handed over by the parent to a member of staff in the junior hall.
3. The register holds a copy of any relevant medical conditions of children attending the club.
4. Please could all children bring their belongings, including water bottles, to hang on the pegs provided in the junior hall.
5. Pupils may use the junior corridor toilets, which are easily accessible.
6. Wood End staff cannot be held responsible for loss or damage to personal belongings whilst attending Breakfast Club.
7. Breakfast Club takes place Monday to Friday, term time only. Places are available for pupils in Reception class and above. Places are restricted, and the school holds a waiting list.
8. If you no longer require your place on all or any particular day(s), please contact the school office to release your place to enable the school to allocate it to the next child on the waiting list. Should a child fail to register for 6 consecutive sessions during a term the place will automatically be re-allocated unless there are exceptional circumstances.
9. At 8:50am a member of staff escorts the pupils onto the playground, and distributes them into their class lines, where they are supervised by their teacher.

I have read and fully understand the above Notice regarding the Early Morning Club Arrangements including Health and Safety.

Pupils name(s)\_\_\_\_\_

Parents Signature\_\_\_\_\_