



**Brooklands**  
Primary School

**Brooklands Primary School**  
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Headteacher: Matthew Copping

## **INTRODUCTION FOR NEW PARENTS TO OUR BREAKFAST & AFTER SCHOOL CLUB**

- An invoice will be prepared for each half term and is payable in advance
- Our method of billing is via email and payment via ParentPay. If you wish to pay using childcare vouchers please inform us of the company you will be using. We do not accept cash payments.
- Inform your class teacher which sessions your child(ren) will be attending
- Breakfast club is based in the school canteen and starts at 7.30am. Breakfast is served up to 8.20am. At 8.50 the children are escorted to school and are supervised until the bell goes.
- After school clubs starts at 3.30pm, the children are collected from their class and taken to the school canteen
- Parents should call 0161 973 3758 **before 2pm** if a child is going to be absent, or an emergency arises during session times.
- Please ensure that you can collect your child on time as we finish promptly at 6pm. A charge of **£10 per 15 minutes** will be payable for late collections.
- Please ensure you sign your child in when arriving at Breakfast Club and sign your child out from After School Club when leaving the premises.
- The use of mobile phones is not permitted whilst on the School premises.
- Please ensure we are informed if anyone other than a **known carer** is to collect your child.