



Carlisle & Hampton Hill Federation



Carlisle Infant School

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Headteacher: Mrs Z Brittain BA (Hons)

Deputy Head: Miss V Trinder BA (Hons)

Hampton Hill Junior School

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Headteacher: Mr A Went B.Ed (Hons)

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27th June 2019

Dear Parent/Carers

Carlisle School Breakfast Club-Important Information

The administration process for booking regular and Ad Hoc breakfast club places is changing from September 2019.

Please note, this means that it will be **the parent/carers responsibility to book their child's required sessions which will need to be done in advance and paid for.** The system is set up now and ready for bookings to be made from September onwards.

Bookings and payment will need to be made using Scopay or we accept childcare vouchers from a wide range of providers that are added to your breakfast club account. Places will be allocated on a first come first served basis. **Please note the system is dependent on your account showing a credit balance before it will allow you to make a booking.** You will be able to make/amend bookings up to 48 hours in advance. Anything outside of this time will need to be booked through the school office.

Anybody requiring a place in breakfast club will need to make sure they have registered their child first (application form to be completed and given to the school office) before they will be able to book any sessions.

Please note that any new reception children joining Carlisle School this September will not be able to start breakfast club until the **week commencing Monday 23rd September 2019.** **New Reception children bookings will be administered by the school office for the first half term.**

If one of your children is moving to Y3 from September, please let the office know in writing by Wednesday 3rd July 2019 whether you will still require a Carlisle breakfast club space for any siblings who will still be attending Carlisle School breakfast club.

Please see attached instructions for information on how to book your slots.

If you have any questions, please contact Ms Baines in the school office.

Yours sincerely

Mrs Zoe Brittain
Headteacher