



22<sup>nd</sup> July 2020

Dear Parents,

We are now in a position to provide more detailed information regarding the breakfast club booking system that will be in place from September.

The system we are using is the same one you use to book your child's parent consultation appointment so current parents should be confident using this. The link to the site is <https://stpeterscroydon.schoolcloud.co.uk/> and I would advise that you add this as a shortcut to whatever device you use in order to be able to access the system easily to book a place at breakfast club for your child.

For those unfamiliar with this system I have prepared a short document with explanatory notes which I hope will be helpful. If you are new to the school and have a child starting in September can you please ensure that you return your paperwork to the office before the 14<sup>th</sup> September and if you want to pop into the office or ring us we can explain this system to you.

Places will be limited to 45 per day and will be allocated on a first come first serve basis. We have looked at the number of children using breakfast club on a daily basis and it averages 45 or below which is how we arrived at this figure. We are aware that some of you are worried about the school limiting places but we need to do this to enable us to keep children in smaller groups and to maintain a safe adult: child ratio at all times. Hopefully all those who need places will get them but we will monitor this over the first 6 weeks of term and review if we feel it is necessary. If you are having problems getting a place, please do get in contact with us and we will always see if there is anything we can do to help. We are happy for you to provide constructive feedback when you start using this system as a means of booking breakfast club. It is always good to garner opinions!

Parents will be able to book for a week at a time and bookings for every week will open as follows:

Week Beginning	Date Booking Slots Open	Time Booking Slots Open
07/09/20	24/08/20	06.45am
14/09/20	31/08/20	06.45am
21/09/20	14/09/20	06.45am
28/09/20	21/09/20	06.45am
05/10/20	28/09/20	06.45am
12/10/20	05/10/20	06.45am
19/10/20	12/10/20	06.45am

As you can see, most of the weekly bookings open the Monday of the preceding week. Booking slots will open at 6.45am. I have opened the bookings for the first two weeks of term a little earlier to allow current parents to sort out start of term arrangements with some peace of mind. When all 45 places have been booked for any given day the system will not allow any further bookings. There will not be a waiting list, however it is worth logging in to check if any places have been cancelled.

On that note, if you find that you no longer need a place that you have booked, please log back in and cancel this place in order to free up a space for another child. **Once you have booked a place you will be charged unless it is cancelled before 1.30pm the day before the booking (or 1.30pm on the Friday before if the place is for a Monday).**

All booking slots will close the day beforehand at 2.00pm. Monday slots will close the Friday beforehand at 2.00pm. This gives time for the office staff to print out a daily list of attendees for Mrs Stone who will tick your child off as they come in. You will still be required to sign your child in so we have a record of who dropped your child to school for safeguarding purposes.

**When your booking has been confirmed, please ensure that you login to your ParentPay account and credit the breakfast club service with enough to pay for your booking. We will be monitoring this closely as spaces will be at a premium.**

Please check in the next few days/weeks that you are able to login to this system successfully and email me if you are having any problems.

If you have any queries, please do not hesitate to contact me at the school. I am working until Friday but will be periodically checking emails throughout the summer (not on a daily basis though so please be patient if you don't get a speedy response). Please email [admin@spps.foliotrust.uk](mailto:admin@spps.foliotrust.uk) or [enquiries@spps.foliotrust.uk](mailto:enquiries@spps.foliotrust.uk)

Staffing for breakfast club next year will be Mrs Stone, Mrs Askew and Mrs Burrow/Ms Harman (who will job share the 3<sup>rd</sup> role). Mrs Ellis has decided to resign from her breakfast club position but will continue as a teaching assistant in class.

Have a lovely summer.

Regards

Teresa Stace  
Office Manager

Encls: Explanatory Notes

**A copy of this letter and the explanatory notes will be available in the school letters section on our website.**