



Dear Parents,

This letter contains information regarding the breakfast club booking system that we are now using.

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.

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.

**Weekly bookings open the Monday of the preceding week. Booking slots will open at 6.45am.** 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 2.00pm the day before the booking (or 2.00pm 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.***

The staff working in our breakfast club are be Mrs Stone, Mrs Askew and Mrs Burrow/Ms Harman (who will job share the 3<sup>rd</sup> role).

Regards

Teresa Stace  
Office Manager

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