



Coulston Church of England Primary School

Bradmore Green

Old Coulston

Surrey. CR5 1ED

Telephone: 01737-554789

email: office@ccofoe.uk

Head Teacher: Mr Paul Garratty B.Ed (Hons); MA

Dear Parents & Carers,

July 2024

BREAKFAST CLUB

From September 2024, the booking procedure for Breakfast Club will be changing, and we will no longer be issuing a weekly Google Form for parents to complete. Instead, you will be responsible for booking and cancelling your sessions on ParentPay, according to your requirements. You will be prompted to pay at the time of booking, which we hope will make it easier to keep up-to-date with payments due. Please see the information below:

Booking:

- We need to ensure that we have a safe staff:pupil ratio on a daily basis, and therefore we ask that all bookings are made in advance wherever possible, giving us enough time to organise sufficient staff for the following morning. Registers are printed off at 4pm for the following day's session.
- You will have more flexibility, ie. you can book a whole term's sessions in advance, just a few, or just one the day before.
- There is a useful 'Help' button on the 'make bookings' screen which will guide you through the booking procedure.

Cancellations:

- Children who are absent from school due to illness will have their session cancelled automatically, and the credit will remain on the account to use for future bookings.
- If you no longer require a session, it can quickly and easily be cancelled with any credit remaining on your account to be used against future bookings. Please note that you will be charged for any sessions which are not cancelled before 4pm the day before.

Children Not Booked In:

- If you bring your child to breakfast club without having made a prior booking, your child will only be accommodated if sufficient members of staff are in place. The normal charge of £4 will be added to your account in this situation. Please be prepared to make alternative arrangements if we cannot accept your child into Breakfast Club.

Continued.....





Coulsdon Church of England Primary School

Bradmore Green

Old Coulsdon

Surrey. CR5 1ED

Telephone: 01737-554789

email: office@ccofoe.uk

Head Teacher: Mr Paul Garratty B.Ed (Hons); MA

If you have not used the booking system on ParentPay before, we would be grateful if you would attempt to do so when making your next booking so that we have got some time to address any difficulties which may arise before September.

Please let me know if you have any problems using this system.

Thank you for your support.

Yours faithfully,

Mrs L Stevenson

Office Administrator

