



Hayes School

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Website: www.hayes.torbay.sch.uk

Headteacher M C Hanbury B.Ed (Hons)

Dear Parent/Carer(s),

Hayes School Breakfast and After School Clubs

Hayes School runs a Breakfast Club and After School Club for children already attending the School. The clubs are run separately from the school, managed by school staff, based in the school hall on every school term day of the academic year.

To ensure we are able to continue to run the clubs, we need to make the most efficient use of our staff time and resources. To this end, we require you to complete a booking form to pre-book sessions for your child(ren) to ensure we can maintain safe staff:pupil ratios and can plan time effectively to provide the most interesting sessions for the children. These forms, once agreed and signed, form your contract for places with the school. The opening times and costs for the Clubs are as follows:

After School Club:

3.10pm – 4:20pm – £3.75 for the full session or part of.

4:20pm – 5:30pm – £6.75 for full session or part of.

Breakfast Club:

8.00 – 8.45am - £2.50

What you need to do:

- 1. Please read the policies and procedures at:**
(<http://www.hayes.torbay.sch.uk/page/?title=Afterschool+Club&pid=32>) **and sign and date page 13 to confirm you have read them.**
- 2. Complete the booking form on the web page to book sessions for your child(ren). These bookings will be reviewed termly.**
- 3. Complete the enclosed medical information form and return all completed and signed documents to the main school office.**

Places are limited so we can only accept pre-booked sessions. This is due to safeguarding requirements in accordance with legal ratios etc. Once sessions have been allocated and confirmed they can be viewed and paid through SCOPAY at the link on the school website at: <http://www.hayes.torbay.sch.uk/page/?title=After+School+Club+and+Breakfast+Club&pid=32> .

The booking form must be signed and returned to the school office to secure a place. If we are able to allocate sessions we will sign the booking form and this will be your agreed contract with the school. If you wish to cancel a Club or change sessions we require half a term's notice if possible.

Yours sincerely

Mrs Allison Grant
Business Manager

Hayes School Club Session Booking Form Summer 2018

Name of Child Class

Club Please tick sessions required	Mon	Tue	Wed	Thurs	Fri	Place confirmed by School on date:
Breakfast Club 8.00 - 8.45 am						
After School Club 3.10 – 4.20 pm						
After School Club 3.10 – 5.30 pm						

Signed as confirmation of contract for places requested above by:

Signature of Parent/carer Date:

School Business Manager: Date:

Breakfast and/or After School Club Medical Registration Form
(Please complete this and return to the school office with your booking form)

Child's Name Class

Child's D.O.B Gender Ethnicity

Full Name of Parent/Guardian with whom child resides Title

Emergency Contact Details of all people who have permission to collect or may be contacted

Name	Relationship	Please tick if this person has parental responsibility	Telephone Number

Medical Information

Details of any Special Dietary Requirements or Allergies:

Details of any Significant Health Issues (including a special educational need and/or physical disabilities statement):

The Breakfast Club is in the School Hall from 8.00 a.m to start of school day. Parents will need to take their child to the entrance door where a member of staff will greet your child.

The After School Club takes place in the School Hall from 3.10 p.m. – 5.30 p.m. Parents are expected to sign children out and collect them from this hall.

I would like my child to attend the Breakfast and/or Late Club and confirm that I agree to the terms and conditions relating to fees and behaviour as set out in the Policy and Procedures.

Signed **Dated**