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Dame N Stephenson  
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Walbottle Village Primary School  
The Green  
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NE15 8JL

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2<sup>nd</sup> December 2021

### Breakfast Club - Booking Form for Working Families – Spring 1

We have a limited number of Breakfast Club places available to children with working parents/carers. **Upon submission of your first booking form, we will require evidence of your employer and your working days and hours.** This is required due to us having to prioritise places to working parents as we have unfortunately had to put a limit on the number of children attending for health and safety reasons. All adults in the household must be working to access this service.

Walbottle Village Breakfast Club runs from 8.15am each morning. Your child/ren need to be signed in by an adult between 8.15am – 8.30am. At 8.50am, children will go directly to registration. You can choose to send your child to breakfast club across the whole week or on some days.

#### Key Information –

- If you arrive after 8.30am you will be unable to gain access to breakfast club.
- Bookings must be made in advance for every half term otherwise booking will not be accepted.
- Bookings will not be accepted without evidence of employer and working pattern. All adults in the household must be working to access this service.
- Additional bookings will not be taken during the half term. You **MUST** book ahead for the full half term.
- Children's behaviour will be managed in line with the school's behaviour policy. If a child's behaviour is deemed to be unacceptable on repeated occasions, their place at breakfast club could be at risk.

Please return this booking form to the school office by Wednesday 15<sup>th</sup> December.

Miss. S Hughes  
Administration Assistant

#### **VALOUR ACADEMY**

is an exempt charity and company limited by guarantee registered in England with company number 10766406. The company's registered office is Walbottle Village Primary School, The Green, Walbottle, Newcastle upon Tyne, NE15 8JL





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### Spring 1 Booking Form – Working Families

Please attach proof of your employer, working days & hours with this form **or we will be unable to process your booking.**

Day	Full Week	Mon	Tue	Wed	Thurs	Fri
Week 1						
Week 2						
Week 3						
Week 4						
Week 5						
Week 6						
Week 7						

Child \_\_\_\_\_

Parent/Carer Name \_\_\_\_\_ Parent/Carer Sign \_\_\_\_\_

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2017-2020

