



FAIRLANDS PRIMARY SCHOOL

Pound Avenue
Stevenage
Hertfordshire
SG1 3JA

July 2020

Dear Parents/Carers,

From 3rd September 2020, the school have introduced a booking system for the breakfast club. There will be a maximum of 50 spaces per day.

Sessions will run from 7.45am. Rates for breakfast club are as follows:

First Child	Sibling	FSM
£3.00	£2.70	£2.50

A sibling discount is available for any children with an older sibling attending breakfast club on the same day. Any child eligible for free school meals (not universal infant free school meals) is entitled to a discounted place. Please select this option when booking.

Bookings must be made using the school gateway system and can be booked up to 2pm the day before the session.

Payment must be made in advance by one of the payment methods detailed below:

- **School gateway** (preferred payment option)
- **Childcare vouchers** – please contact Val.Sandover@fairlands.herts.sch.uk to confirm details
- **Cash / cheque** – must be submitted to the school office in a sealed envelope referencing the child's name and 'Breakfast Club'. Cheques should be made payable to Fairlands Primary School.

Cancellations: It may be necessary for a parent/ carer to make a cancellation due to unforeseen circumstances. Cancellations can be made by telephoning the school office on 01438 351053 or by emailing admin@fairlands.herts.sch.uk.

Cancellations made less than one week before the session will be subject to full payment. However, we ask parents to let the school office know if the place is no longer required by telephoning the school office.

Yours Sincerely

Robert Staples
Headteacher

Headteacher Mr Robert Staples BA (Hons)

Tel: (01438) 351053

E-mail: admin@fairlands.herts.sch.uk

www.fairlands.herts.sch.uk

Fairlands Primary School is part of The Claxton Trust, a charitable company limited by guarantee and registered in England and Wales with company number 10461895. The registered office is at Fairlands Primary School, Pound Avenue, Stevenage, Herts SG1 3JA

Breakfast Club: Terms and conditions

Booking

1. Bookings can only be made for children who are on roll at Fairlands Primary School.
2. All places are subject to availability and will be allocated on a first come first served basis. The school reserves the right to decline a booking if there are no spaces available or if the child has an unpaid debt with the school.
3. **Places must be booked using the School Gateway** no later than 2pm on the day before the booking.
4. If there are no spaces available at the time of booking, email admin@fairlands.herts.sch.uk and the child will be placed on a waiting list. Places will be allocated on a first come first served basis.
5. Late booking – If you wish to book an emergency place at Breakfast Club after 2pm, you will need to call the school office on 01438 351053 to check availability.

Prices and payment

6. Daily rates for Breakfast Club are as follows:

First Child	Sibling	FSM
£3.00	£2.70	£2.50

7. A sibling discount is available for any children with an older sibling attending Breakfast Club on the same day. Any child eligible for free school meals (not universal infant free school meals) is entitled to a discounted place. Please select this option when booking.
8. Payment must be made in advance by one of the payment methods detailed below:
 - **School gateway** (preferred payment option)
 - **Childcare vouchers** – please contact Val.Sandover@fairlands.herts.sch.uk to confirm details
 - **Cash / cheque** – must be submitted to the school office in a sealed envelope referencing the child's name and 'Breakfast Club'. Cheques should be made payable to Fairlands Primary School.
9. The school reserves the right to cancel any bookings if payment has not been received in advance.

Cancellations

10. From time to time, it may be necessary for a parent/carer to make a cancellation due to unforeseen circumstances. Cancellations must be made by telephoning the school office on 01438 351053 or by emailing admin@fairlands.herts.sch.uk.
11. Cancellations made less than one week before the session will be subject to full payment. However, we ask parents to let the school office know if the place is no longer required by telephoning the school office on 01438 351053 or by emailing admin@fairlands.herts.sch.uk.