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16<sup>th</sup> November 2017

Dear Parent(s)/Carer(s)

### **“Early Birds” Breakfast Club and “Jet Set” After School Club – Spring Term 2018**

Welcome to our Breakfast Club & After School Jet Set Club, attached please find request forms for the Spring term 2018.

If you think you and your child would benefit from our amazing extended day provision, **please complete and return the permission slip overleaf, to the school office by Friday 1<sup>st</sup> December 2017**. Remember these fun clubs are not just for working families, all our children are very welcome to join, (dates can be added throughout the term if required).

Further information regarding the provision on offer is detailed below.

**The Early Birds Breakfast Club** will cost £2.25 per session. The children will have an exercise/activity session followed by a healthy breakfast of cereal, toast and squash. The club will begin at 7.45am each morning and will run Monday to Friday on all school days, including the first day of term. Please note that children must arrive before 8.15am in order to receive breakfast.

**The Jet Set After School Club** will cost £4.75 per session. The children will have an exercise/activity session and the opportunity to complete home learning. Healthy snacks and squash will be provided. The club will begin at 3.05pm and finish at 5.00pm and will run Monday to Friday on all school days, including the first day of term.

**Please note that for the Spring Term both clubs will start on Wednesday 3<sup>rd</sup> January 2018.**

Please indicate clearly the day(s) you would like to book and remember that places are limited, so book early to avoid disappointment. I would also ask you to note the start and end dates for each term and note that neither club will be available on any school closure day (staff development).

**All payments for Breakfast and After School Clubs are due in advance and if you are unable to pay termly, payment must be made at the commencement of each week.** Please remember our online payment system is now available.

We also attach allergen and intolerance information; if after reading this information sheet you require further assistance, please do not hesitate to contact the school office.

If you have any questions regarding any content of this letter, please contact Mrs Landon via the school office.

Yours sincerely

Mr J Lumber  
Head of School

### **NB: IMPORTANT INFORMATION FOR ALL CHILDREN ATTENDING JET SET CLUB**

We would like to remind you that the finish time for Jet Set Club is 5.00pm. We ask that all children are collected promptly. If, in the unlikely event, you will be late please call the number below (which is a telephone number, only designated for staff who run Jet Set). This number **MUST** only be used if you are running late and we ask that you inform us at your earliest opportunity. Please **DO NOT** call the main school office number in these circumstances.  
**Telephone Number: 07734 461217.**

**Please note: If children are collected late, parents/carers will be charged £2 for every 15 minutes of delay, or part thereof. This will allow us to pay our staff for staying late.**

**“Early Birds” Breakfast Club and “Jet Set” After School Club – Spring Term.**

Please return these forms to the school office  
by Friday 1<sup>st</sup> December 2017

I give permission for \_\_\_\_\_ Class \_\_\_\_\_ to attend the following clubs every **(please tick)**

**“Early Birds” Breakfast Club**

Week	Mon	Tue	Wed	Thurs	Fri
Week 1 (3 <sup>rd</sup> Jan – 5 <sup>th</sup> Jan)					
Week 2 (8 <sup>th</sup> Jan – 12 <sup>th</sup> Jan)					
Week 3 (15 <sup>th</sup> Jan – 19 <sup>th</sup> Jan)					
Week 4 (22 <sup>nd</sup> Jan – 26 <sup>th</sup> Jan)					
Week 5 (29 <sup>th</sup> Jan – 2 <sup>nd</sup> Feb)					
Week 6 (5 <sup>th</sup> Feb – 9 <sup>th</sup> Feb)					
Half Term (12 <sup>th</sup> Feb – 16 <sup>th</sup> Feb)					
Week 1 (19 <sup>th</sup> Feb – 23 <sup>rd</sup> Feb)					
Week 2 (26 <sup>th</sup> Feb – 2 <sup>nd</sup> Mar)					
Week 3 (5 <sup>th</sup> Mar – 9 <sup>th</sup> Mar)					
Week 4 (12 <sup>th</sup> Mar – 16 <sup>th</sup> Mar)					
Week 5 (19 <sup>th</sup> Mar – 23 <sup>rd</sup> Mar)					
Week 6 (26 <sup>th</sup> Mar – 30 <sup>th</sup> Mar)					
Easter Hols (2 <sup>nd</sup> Apr – 13 <sup>th</sup> Apr)					
<b>Every Day</b>					

**“Jet Set” After School Club**

Week	Mon	Tue	Wed	Thurs	Fri
Week 1 (3 <sup>rd</sup> Jan – 5 <sup>th</sup> Jan)					
Week 2 (8 <sup>th</sup> Jan – 12 <sup>th</sup> Jan)					
Week 3 (15 <sup>th</sup> Jan – 19 <sup>th</sup> Jan)					
Week 4 (22 <sup>nd</sup> Jan – 26 <sup>th</sup> Jan)					
Week 5 (29 <sup>th</sup> Jan – 2 <sup>nd</sup> Feb)					
Week 6 (5 <sup>th</sup> Feb – 9 <sup>th</sup> Feb)					
Half Term (12 <sup>th</sup> Feb – 16 <sup>th</sup> Feb)					
Week 1 (19 <sup>th</sup> Feb – 23 <sup>rd</sup> Feb)					
Week 2 (26 <sup>th</sup> Feb – 2 <sup>nd</sup> Mar)					
Week 3 (5 <sup>th</sup> Mar – 9 <sup>th</sup> Mar)					
Week 4 (12 <sup>th</sup> Mar – 16 <sup>th</sup> Mar)					
Week 5 (19 <sup>th</sup> Mar – 23 <sup>rd</sup> Mar)					
Week 6 (26 <sup>th</sup> Mar – 30 <sup>th</sup> Mar)					
Easter Hols (2 <sup>nd</sup> Apr – 13 <sup>th</sup> Apr)					
<b>Every Day</b>					

- Places are allocated on a first come first served basis and you will be notified if the club is oversubscribed and we are therefore unable to offer your child a place.
- **By signing below you are agreeing to pay for this service for the duration of the term. Payment will be due regardless of whether or not your child attends the club, unless we receive confirmation in writing at least one week prior to any absence.**
- **All payments are due in advance please.**

Signed ..... (Parent/Carer)                      Date .....

PLEASE PRINT NAME .....

## [EU Food information regulations –information for parents](#)



New EU Food Information regulations which came into effect in December 2014 require all businesses who provide customers with food, to provide details of any potential allergens or food intolerance triggers contained within the ingredients.

## [What are we doing about this?](#)

### [Hot School Meals](#)

Our lunches are provided by Chartwells. All meals are nut free and produced in a nut free environment. Chartwell's catering staff are trained to separate any foods containing allergens, follow appropriate procedures when handling food, and to ensure that all their menus have clear, detailed descriptions of any possible allergens.

Every day we receive a sheet which tells us of any potential allergens contained within the food – our lunchtime staff will check this against the list of allergies which we hold for all of our children to ensure that no child receives a meal which may trigger an allergic reaction.

### [Breakfast Club and Jet Set \(After school\) Clubs](#)

A list of the allergens in the foods we serve at these clubs is clearly listed at the entrance to the club. This has been copied to all parents who send children to these clubs, and is provided to new joiners. Our staff will check this against the list of allergies which we hold for children attending these clubs, and ensure that no child receives food which may trigger an allergic reaction.

## [How can you help?](#)

Every year we ask for information on any allergies or intolerances which our children may have. If your child develops an allergy during the school year, Please ensure that you notify us immediately.

If you would like any further information, need an allergy notification form, or wish to have a copy of our Breakfast club and Jet Set allergen list, please ask at reception. A copy of this list is also available on our website.

Hamworthy Park Junior School is a NUT FREE School. Please support us by ensuring that you do not send your child to school with anything in their lunch box which may contain nuts.