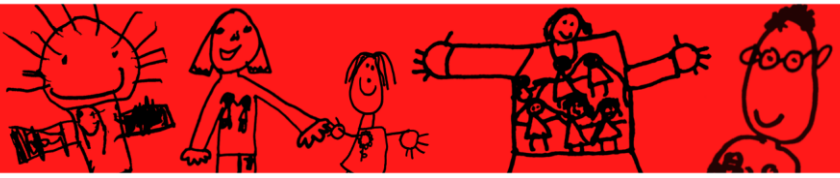


DULWICH VILLAGE  
CHURCH OF ENGLAND  
INFANTS' SCHOOL



**Dulwich Village C of E Infants' School**  
Dulwich Village, London SE21 7AL

Telephone number: 0207 525 9233  
Lake building: Option 2  
Francis building: Option 3

Email: office@dulwichvillage.southwark.sch.uk

## BREAKFAST CLUB AT DVIS



**Headteacher:** Helen Poyton  
**Deputy Headteacher:** Susan James  
**Assistant Headteacher/ SENCO:** Tanya Easter

Dear Parent/Carer

At our school we run a Breakfast Club which provides a healthy breakfast and high-quality care for children before the school day begins. We hope it also allows many parents greater flexibility in their working arrangements.

Below is an outline of how the Breakfast Club operates and the costs involved. Please return the attached booking form asap to the school office Places **will be allocated on a first come first serve basis.**

### How will the Breakfast Club work?

- The club accommodates 30 -35 children from DVIS and also siblings at Dulwich Hamlet Junior School (DHJS). Unfortunately we cannot accommodate children from other schools.
- Children can be dropped off from 7.45 a.m. and **NO** later than 8.25 a.m.
- The club is held in the **Francis Building Rocket Room.**
- A healthy breakfast is served between 7.45am and 8.25am and will consist of juice, milk, cereal, toast, and yoghurt.
- There are toys and activities for the children and they are able to use the playground on dry mornings.
- At the end of the session pupils are taken to their respective classrooms by a Teaching Assistant (TA)
- The club is managed and coordinated by the school and run by a number of the school's teaching assistant staff (TA's). Teaching assistants are present at each session.
- Messages can be left with the TA's to pass onto the class teacher for the day ahead.
- All school policies apply to the club and children and adults at the club are expected to follow the DVIS behaviour policy and as such will play, eat and have fun together! (i.e. there will be no separation of older children)

**PTO**



**What are the costs and how do I book?**

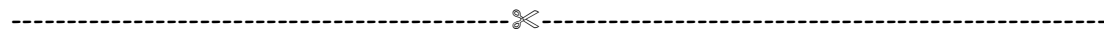
- The Breakfast Club is intended to be self-financing. The cost is £4.00 per child per session to cover the cost of staffing, administration, food, equipment and materials.
- We will invoice at the beginning of each term and you will pay in advance for the term. If your child does not attend any of the sessions you have paid for we will not be able to offer a reimbursement.
- 35 places each day are available to be booked and paid for in advance on a half-termly basis. Hence parents may book for any number of mornings each week, but the days of week must be consistent, for example, three mornings a week - Mondays, Thursdays and Fridays.
- In addition 'ad hoc' places are available which can be booked at shorter notice, depending on availability. (E.g. bookable up to a fortnight in advance, and up to 3.30 the day before)
- Parents are requested to give **24 hours notice** if their child is not coming. Although we are **not able to offer reimbursements**, this will increase the number of ad hoc spaces available and enable us to offer spaces to other families more flexibly.
- Please note that places are awarded on a first come first served basis with a waiting list if necessary. All children initially booked in to the Breakfast Club will remain on the list unless parents ask for them to be removed. We understand that some parents cancel child care arrangements if they are allocated a place in the Breakfast Club and therefore it is not beneficial if these arrangements had to be changed every half term. (See above for ad hoc places and waiting list).
- If only 30 places or under are required in general then all bookings can be accepted.

We look forward to receiving your booking forms.

Best wishes



Helen Poyton  
Headteacher



**BREAKFAST CLUB BOOKING FORM**

Yes, I would like a place(s) at the Breakfast Club

Childs' Name..... Childs' Class.....

Siblings' Name (if applicable)..... Siblings' Class (if applicable).....

E- Mail address : .....

Days requested (*please circle*)

**MONDAY      TUESDAY      WEDNESDAY      THURSDAY      FRIDAY**

Date you wish your child to attend from .....