

## Highfield Primary School



Highfield Road  
Winchmore Hill  
London N21 3HE  
Tel: 020 8360 2149  
Fax: 020 8360 4875  
Website: [www.highfieldprimary.co.uk](http://www.highfieldprimary.co.uk)  
Email: [office@highfield-pri.enfield.sch.uk](mailto:office@highfield-pri.enfield.sch.uk)  
Headteacher - Maria Kemal B.A. (Hons), NPQH  
Deputy Headteachers–  
Helen McGovern B.A. (Hons), NPQH  
Sarah Shaughnessy B.Ed. (Hons Oxon), M.A.

Dear Parents/Carers

Welcome to the new families who would like to take up places at the Breakfast and Teatime Clubs.

I would like to take this opportunity to thank the many families that use the Breakfast and Teatime clubs and follow the procedures and protocols that are expected.

To ensure this continues may I please remind you that the agreement that you all sign needs to be adhered to.

The times for the clubs are **8am** start for the Breakfast Club - please do not bring your children in earlier as they will not be supervised and their safety may be at risk.

The Teatime Club latest pick up is at **5.50pm**, as the school must be locked up, if you arrive after this time the staff have to wait for you on the pavement - this is not acceptable. If late pick-ups occur you will be charged a late fee of £5 for every 15 minutes. If lateness continues your child will lose their place at the club.

Your child must follow the School Rules and the School Behaviour Policy whilst attending the clubs. If staff feel that this is not happening then your child may lose their place.

Payment for the use of the clubs must be made **in advance** - if debts incur then the place for your child will end and the debt will need to be paid immediately.

We offer a subsidy to families who use the Teatime Club for every session in the week, this entitles you to 5 free sessions at Breakfast Club, a saving of £15 per week. In addition, if 2 or more siblings attend then an additional 15% discount is taken off your total cost. We have worked very hard on providing this service for many of our families, and in offering discounted sessions and taking into account siblings.

*"The Headteacher's passion for ensuring all pupils receive an outstanding education is tangible in all aspects of the school's work."  
**Highfield Primary is an Outstanding School - Ofsted 2016***



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Missed sessions must be paid for as you are taking up a much needed place. We have a very long waiting list.

We hope to continue with this provision, however we need everybody to follow the agreement they sign when they join.

Please make sure you let the staff know of any new contact details so records can be updated straight away.

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I agree to the procedures and protocols outlined in the letter.

Parent/Carer Name:

Signature:

Child(ren) Name(s):

Date:

Yours sincerely

Maria Kemal  
Headteacher

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### Breakfast Club Agreement

Date: \_\_\_\_\_

I \_\_\_\_\_ parent/carer of \_\_\_\_\_

in Class \_\_\_\_\_ agree to pay, the daily sum of £3.00 for my child to attend Breakfast Club, to be paid on a weekly or monthly basis in advance to Highfield Primary School. I agree that if any sum is outstanding after two weeks, this will result in the termination of my child's place.

I agree that my child will abide by the school rules and Behaviour Policy whilst attending the club.

I agree that if I wish to terminate my place at the Breakfast Club, I will provide one calendar month's notice in writing and pay all outstanding charges up to the end of the notice period.

Any changes to the cost of the Breakfast Club will be notified in writing at least one calendar month prior to implementation.

Signed \_\_\_\_\_ Breakfast Club Staff

Signed \_\_\_\_\_ Parent/carer

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### Teatime Club Agreement

Date: \_\_\_\_\_

I \_\_\_\_\_ parent/carer of \_\_\_\_\_

in Class \_\_\_\_\_ agree to pay, the daily sum of £8.00 for my child to attend Teatime Club, to be paid on a weekly or monthly basis in advance to Highfield Primary School. I agree that if any sum is outstanding after two weeks, this will result in the termination of my child's place.

Late pick-up charges will apply - £5 for every 15 minutes (to cover staffing charges). The School closes at 5.50pm and persistent lateness will not be acceptable, resulting in the termination of my child's placement.

I agree that my child will abide by the school rules and Behaviour Policy whilst attending the club.

I agree that if I wish to terminate my place at the Teatime Club, I will provide one calendar month's notice in writing and pay all outstanding charges up to the end of the notice period.

Any changes to the cost of the Teatime Club will be notified in writing at least one calendar month prior to implementation.

Signed \_\_\_\_\_ Teatime Club Staff

Signed \_\_\_\_\_ Parent/carer

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### Breakfast and Teatime Club

Child's Full Name: \_\_\_\_\_

Class: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

Post Code: \_\_\_\_\_ Home Phone Number: \_\_\_\_\_

Mobile Phone Number: \_\_\_\_\_ Emergency Contact Phone: \_\_\_\_\_

Name of person who will normally collect your child: \_\_\_\_\_

Does your child have any dietary requirements? \_\_\_\_\_

Is s/he allergic to nuts, cheese, milk, fish, eggs (please delete as appropriate)

Does your child have any medical condition that we need to be aware of such as asthma, eczema sickle cell anaemia, allergies etc?

Booking information: Start date \_\_\_\_\_

Days required (please tick)

Breakfast Club:	Monday	Tuesday	Wednesday	Thursday	Friday
Teatime Club:	Monday	Tuesday	Wednesday	Thursday	Friday

I agree to abide by the terms set out in the attached forms.

Signed: \_\_\_\_\_ Parent/carer

Date: \_\_\_\_\_

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