

Tweeddale Primary School

Tweeddale Road
Carshalton
Surrey
SM5 1SW
Tel: 020 8644 5665
e-mail: office@tweeddaleprimary.sutton.sch.uk



TWEEDDALE BREAKFAST CLUB LONG TERM BOOKING FORM TERM TIME 2023/2024

Name of child 1:

Child's age: Date of birth:

Class: (as at September 2023)

Name of child 2:

Child's age: Date of birth:

Class: (as at September 2023)

Name of child 3:

Child's age: Date of birth:

Class: (as at September 2023)

Name of child 4:

Child's age: Date of birth:

Class: (as at September 2023)

Opening Hours	Cost per child
Before School Breakfast Club 7:45am to 8:45am	£4.00

Parent/Carers Details

Main Carer's Name	Second Carer's Name
Ms Miss Mrs Mr	Ms Miss Mrs Mr
Address:	Address: (if different from Main Carer)
Postcode:	Postcode:
Children live at above address: Yes No	Children live at above address: Yes No
Relationship to child:	Relationship to child:
Work address:	Work address:
Please list days and times of work	Please list days and times of work
Contact details	Contact details
Home:	Home:
Work:	Work:
Mobile:	Mobile:
Email:	Email:

Please give the names of two responsible adults who we can contact in the event of the parent(s)/carer(s) named above not being available.

First contact:	Second contact:
Name:	Name:
Daytime Contact No:	Daytime Contact No:
Relationship to the child:	Relationship to the child:
Password:	Password:
Photograph:	Photograph:

Please give us any other information you think we should know?
ie, does your child have any allergies (including plasters, nuts, etc)?

Please **CIRCLE** dates required

	INSET days (no Breakfast Club)
	School Holiday
	Bank Holiday

Please note that two more INSET days are to be confirmed during the year

September 2023				
Monday	Tuesday	Wednesday	Thursday	Friday
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

October 2023				
Monday	Tuesday	Wednesday	Thursday	Friday
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

November 2023				
Monday	Tuesday	Wednesday	Thursday	Friday
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

December 2023				
Monday	Tuesday	Wednesday	Thursday	Friday
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

January 2024				
Monday	Tuesday	Wednesday	Thursday	Friday
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

February 2024				
Monday	Tuesday	Wednesday	Thursday	Friday
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	

March 2024				
Monday	Tuesday	Wednesday	Thursday	Friday
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

April 2024				
Monday	Tuesday	Wednesday	Thursday	Friday
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

May 2024				
Monday	Tuesday	Wednesday	Thursday	Friday
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

June 2024				
Monday	Tuesday	Wednesday	Thursday	Friday
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

July 2024				
Monday	Tuesday	Wednesday	Thursday	Friday
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

Parent/Carer Terms & Conditions

Please read carefully

Closing Date for Booking Forms:

Please allow one month prior to first date required

Booking arrangements

Payments

It is the parent/carers responsibility to settle all invoices. We will invoice you in advance of your booking. All payments must be received by the date stated on the invoice. You can pay online using ParentPay.

Failure to settle outstanding payments in accordance with the invoice will result in the suspension of the booking and action being taken to recover the debt.

Please note, Breakfast Club will be closed for staff training on INSET days as highlighted on the booking dates.

Cancellations and refunds

- No cancellations can be made for a booked session once an invoice has been issued to you*
- We are unable to refund booked sessions if your children are unable to attend due to sickness*
- Cancellations or amendments must be made in writing, 4 weeks in advance of your booking*
- There is no charge for bank holidays or INSET days as Breakfast Club is not open

** Charges may be waived in exceptional circumstances at the discretion of Breakfast Club management.*

Sickness and registration details

- Sickness – please notify the school office if your child/children will not be attending through sickness. If your child/children have not been attending school as a result of sickness they will not be allowed to attend Breakfast Club. Where the illness is of a contagious nature your children may not attend until they have been well for a period of 24 hours. In the case of sickness and diarrhoea they may not attend until they have been well for 48 hours.
- Please notify the school office immediately of any changes in registration details eg health issues, support needs, new contact information etc.

Exclusion

We reserve the right to permanently exclude children who consistently behave badly at the Breakfast Club.

Declaration:

I give my consent for my child/children to be administered first aid by staff and/or to receive emergency medical treatment at a hospital where necessary. This includes the use of plasters.

From time to time photographs may be taken of the children and used on display boards within school, in newsletters, in our school brochure, on our website and in the local newspaper. Your consent for this will be in line with the consent form you have already submitted to the school.

I agree for the information supplied on this form to be held by Tweeddale Primary School in accordance with the Privacy Notice which is available on the school website.

I have read, understood, and agree to the conditions and arrangements of the Long Term Booking System.

Signature:		Relationship to child:	
Print Name:		Date:	

**These terms and conditions are correct at the time of publication.
Parents/carers will be informed when alterations are made.**

Please complete & return to Jane Barbury, Tweeddale Primary School