



Archibald First School

Archibald Street
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September 2021

Headteacher **Mrs R Turner**

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Archibald Breakfast Club 2021

Dear families,

Archibald is working towards opening a breakfast club from the 8th November onwards (or as soon as possible thereafter). This will run from 7.45am until 8.55am, Monday to Friday and in term time only.

We are in the process of recruiting four staff members – a leader and three assistants – which will enable us to have 32 places each day and a ratio of 1 adult for every 8 children.

The cost of the session will be £5.50 per child, per day.

The staff who are appointed will hold the relevant qualifications and undertake the following training as a minimum.

- Safeguarding and Child Protection
- Food hygiene
- First Aid
- Fire warden training
- Fire evacuation procedures
- Children with additional needs

School policies will apply to the Breakfast Club.

For breakfast the children will be offered a choice of

- Cereal with/without semi skimmed milk
- Wholemeal toast with/without butter, jam, marmalade or lemon curd
- Fresh fruit or dried fruit
- Water, fresh orange or fresh apple

Following breakfast, tables will be set up with a range of age appropriate activities.

The latest time to arrive for food to be served will be 8.20am.

Information will follow regarding booking places once we have staffing confirmed. Booking must be completed prior to the start of the club with places booked for a half term in advance. Payment must also be made on booking.

Please note that missed sessions will not be refunded or carried over as the staffing will be based on these places being taken.

Yours sincerely,

Rebecca Turner, Headteacher

Having fun, achieving excellence.

Successful learners. Confident individuals. Responsible citizens.