



Milton of Leys Primary....where the magic of learning comes alive

Please ask for: Sarah Chapman
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Date: 15 August 2017

Breakfast Club Procedures & Permissions
2017/18 Session

Children in P1-4

All P1-4 children must be dropped off and signed in by a responsible adult who must come into the Nursery Entrance to sign the child in. Children in P1-4 will NOT be allowed to sign themselves in, even if they are accompanied by a child in P5-7 who has permission to self-sign.

Children in P5-7

P5-7 Children being dropped off must be signed in by a responsible adult who must come into the Nursery Entrance to sign the child in.

Unaccompanied children (in P5-7) may sign themselves in, but only after written permission has been given by the parent/carer. This permission will cover the whole of the school year unless otherwise advised.

P5-7 Children can enter the school playground, unsupervised, from 8.45am with parent/carer permission. This permission will cover the whole of the school year unless otherwise advised.

Children who are late/absent

Any child who is 'booked' into Breakfast Club should arrive before 8.30am. After this time, a member of staff from Breakfast Club will highlight this non-appearance to a member of the school's SMT (Mr Quigley, Mrs Mateer, Mrs Snedden or Ms Chapman), who will make arrangements for the whereabouts of the child to be determined. This procedure will apply until notification of a child's booking is cancelled.

Please direct all Breakfast Club queries to the Childcare Manager: Sarah Chapman

Permission for P5-7 child to sign into Breakfast Club for 2017/18 Session

I give permission for my child to sign into Breakfast Club []

I give permission for my child to enter the school playground unsupervised from 8.45am []

I understand that I am fully responsible for my child until they arrive at Breakfast Club and sign themselves in. I understand that if my child is to be dropped off, they must be signed in, as per procedures outlined. I understand that if my child enters the playground at 8.45am they will be unsupervised. I understand that only after 8.30am, will the school attempt to contact parents of children who do not arrive. If my child is not going to be at Breakfast Club, I will contact the school office as soon as possible on 01463 773020 to avoid any unnecessary confusion or anxiety.

Name of child(ren) & year group: _____

Signed (Parent/Carer): _____

Date: _____