

## Haydon Abbey School and Pre-School

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Headteacher: Miss Ashleigh Ferdinand

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22<sup>nd</sup> September 2026

Dear Parents and Carers

### Breakfast Club – October Bookings

Breakfast club is booked a month in advance. You must use your Eduspot App to book your child(ren)'s place.

To secure your child(ren)'s October's place, you must book by this coming Friday (25<sup>th</sup> September).

Click on child at the bottom of the page, then press "School Money" 3 black lines will appear in top left corner, select "Clubs" and you will see the option to book either the Early Bird Paid Breakfast club (from 7:30am) or the Free Breakfast Club at 8am. You must select the days required for each available week, press + which adds your choices to your basket, once you have completed the days/weeks required you MUST go through checkout (which is the basket in top right corner) to complete the process (even when there is no cost).

For future months you must complete before the last Friday of the month, ready for the month ahead.

**Reception children** - as previously notified, you will be able to sign up for breakfast club after the October half term.

Please find attached a copy of our Breakfast Club Policy. We have taken a few key points from the policy as a general reminder:-

#### Safeguarding & Arrival Rules

- Reception to Year 4: Pupils must be physically escorted to the entrance by an adult. The adult must remain with the child until they are formally handed over to a breakfast club staff member.
- Years 5 and 6: Pupils are permitted to walk to and enter the breakfast club independently only if the school has received written parental consent for them to walk to/from school alone.
- Late Arrival Cut-off: **No** admission is permitted after 8:10 AM for the free club (or 7:40 AM for the Early Bird club) to ensure smooth operations and sufficient time for children to eat.



3. Operational Details

3.1 Opening Times and Options

The breakfast club runs Monday to Friday during term time (excluding inset days).

Club Option    Operating Hours    Last Admission Time    Cost

|                                |                   |                        |            |
|--------------------------------|-------------------|------------------------|------------|
| "Early Bird" Breakfast Club    | 7:30 AM – 8:30 AM | 7:40 AM latest arrival | Chargeable |
| DfE-Funded Free Breakfast Club | 8:00 AM – 8:30 AM | 8:10 AM latest arrival | Free       |

Note: In exceptional circumstances (e.g., severe weather or critical staff shortages), the school may need to close the breakfast club. Closure is always a last resort, and parents will be notified as early as possible via our standard communications channels.

3.2 Location

The breakfast club is hosted in the School Hall.

3.3 Drop-off and Morning Transition

- Access to the club is via the Main Reception.
- The school assumes safeguarding responsibility for the child only after they have entered the building and been registered by a staff member.
- At 8:30 AM, pupils are supervised as they transition to their respective classrooms, ready to begin the school day.

Kind regards

Miss Ferdinand  
Headteacher