



9th September 2022

Dear Parents and Carers,

We will be starting Breakfast Club next week from 8.00am until 8.40am from Monday to Friday. This will be run by Ms Aziz and Ms Savova, the Year 4 and Year 3 teachers. Children will be provided with breakfast and there will be a variety of activities for them to enjoy. This will be a great way for children to start the school day.

If you would like your child to attend Breakfast club, please complete one form per child and return to admin@leopold.brent.sch.uk If you would like your child to start on Monday, you will need to complete the paper work on arrival on Monday morning. If you want your child to start on Tuesday, you can complete the paper work in advance.

The cost of each session will be £1 (breakfast included)

Regular weekly fees will be paid in advance each week Via Parentpay.

Please be aware we have faced some challenges staffing breakfast club and may need to explore an external provider so may need to make changes to staff and costings in the future.

Kind Regards

Miss Seymour

Head of School





Child's personal details:

Child's name:	Date of Birth:	Gender:
Preferred language:		
Home address:	Postcode:	

	Parent/Carer 1	Parent/Carer 2
Full names:		
Relationship to child:		
Home address:		
Postcode:		
Home telephone:		
Work telephone:		
Mobile:		
Email:		
Parental/legal responsibility	Delete as appropriate Yes / No	Delete as appropriate Yes / No

<p><u>Medical Details</u> Name and Address of doctor:</p> <p>Postcode: Telephone number:</p>	<p>Known medical conditions, allergies, special dietary and health needs: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Give details;</p> <p>Details of any medication being used:</p>
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Any other relevant information we should be aware of? birthmark/asthma

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I undertake to inform the Leader of the Breakfast club and Afterschool Club as soon as possible of any change in medical and/or any other relevant circumstances.

Signed; Parent/Carer: **Date:**

Details of persons authorised to collect child or who can be contacted in an emergency

	Contact 1	Contact 2	Contact 3
Full name:			
Relationship to child:			
Home address:			
Postcode:			
Home telephone:			
Work telephone:			
Mobile:			
Email:			

Proof of identity, a phone call for verbal permission with an accurate description of the collector is required Breakfast club releasing any child to anyone other than those noted above.

A password is also required.

We require that adults over the age of 18 must collect children. If you require somebody under the age of eighteen to collect your child you **MUST** discuss this with management in person prior to the collection. Management will use their discretion as to whether the welfare of the child may be put at risk.

Signed; Parent/Carer: **Date:**

