**St Laurence’s Catholic Primary School**

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**Website:** [www.stlaurences.co.uk](http://www.stlaurences.co.uk)

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Leeside Avenue
Southdene
Kirkby
L32 9QX

**Telephone:** 0151 546 4733

**Headteacher: Miss SJ Carroll**

**Date: 7th September 2020**

**Dear Parent/Guardian,**

**We are pleased to announce that our Breakfast and After School Club will open from Monday 14th September 2020.**

**Our breakfast club will open at 7.45am until 8.40am and our after school club from 3.15pm until 5.15pm. The charge for each is as follows:**

**Breakfast Club - £4.00 After School Club £6.50**

**Having completed risk assessments and thorough cleaning we will be in a position to open our doors for up to 20 children in each session to begin with.**

**Please note the following information that must be adhered to if wanting a place:**

* **Pre booking a place is required. No children will be allowed to drop in without prior booking.**
* **All payments must be made via ParentPay – we cannot accept cash.**
* **Parents will be asked to give their name to the staff member on the door who will then sign your child into the club electronically.**
* **A contract must be completed by parents before a child is allowed to start (these can be collected from the school office)**
* **All accounts must be up to date and no debts owing for a place to be given.**
* **Monies must be paid up front and on time. Any monies not received for two weeks will mean the loss of your child’s place.**

**We expect all children who attend the club to follow the social distancing rules that have been put into place within school. Any pupil who does not follow these will be asked to leave the club.**

**Two bubble areas have been created to keep our children safe whilst in the club. Children must stay in these groups during their time in the club.**

**Children will be given breakfast or a snack when they are in the club – depending on what club they attend.**

**We will expect the children to follow santising rules, similar to those used in school.**

**If you have any questions or would like further information please telephone school and ask to speak to Mrs Simpson or Miss Carroll.**

**We look forward to welcoming the children back to the Breakfast and After School Club soon.**

**Many thanks for your support at this time,**

**Miss Carroll**