



Glenleigh Park Primary Academy and Nursery

Ms L Barnard – Headteacher

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Dear Glenleigh Families

We are delighted to share some exciting updates about our morning childcare options starting this September.

To support our families with extended childcare and give our pupils a wonderful, positive start to the day, we are introducing two breakfast club options.

Both clubs will launch on **Wednesday 4th September** and will feature a nutritious breakfast of fresh fruit, cereal and toast provided by our professional catering team, Aspens.

Please see the details below for both our Paid and Free Breakfast Clubs:

Paid Breakfast Club

- **Time:** 07:30 – 08:00, Monday to Friday.
- **Cost:** £3.00 per session (must be booked and paid for in advance).
- **Arrival Window:** Gates open at 07:30 and close promptly at 07:50.
- **Important Safety Closure:** Closing the gates at 07:50 ensures our team has adequate time to safely serve breakfast and reset the room ready for 08:00. Please note that we cannot admit any children after 07:50.

Free Breakfast Club

- **Time:** 08:00 – 08:30, Monday to Friday.
- **Cost:** Free of charge and available to all pupils.
- **Arrival Window:** Gates open at 08:00 and close promptly at 08:10. Please note that we cannot admit any children after 08:10.
- **Important Note:** If your child is booked into the Free Breakfast Club but arrives before 08:00, they will be looked after in our Paid Breakfast Club, and you will be charged the £3.00 session fee.

Keeping Our Children Safe (Handover Procedures)

For both clubs, parents and carers must remain with their child until they are personally handed over to a member of staff and checked off on the register. Because your child's safety and well-



being are our highest priorities, we must ensure every child is safely accounted for by a staff member before you leave. Thank you for your cooperation in keeping our school community safe.

How to Book

Spaces for both clubs must be booked in advance. Full booking instructions for the Arbor platform will be sent out to you during the summer holidays.

Thank you for your continued support, and we look forward to welcoming the children to our new breakfast clubs in September!

Kind regards.

A handwritten signature in black ink, appearing to read 'L Barnard' with a stylized flourish at the end.

Ms L Barnard
Headteacher