



Great news – Breakfast Club will re-open for the children on Thursday 3rd September.

Bookings open at 9am on Friday 14th August

We have put in place procedures that ensure we are Covid risk compliant which will mean a reduction in numbers of children that can attend.

- **Places must be pre-booked and paid for online via the school gateway at www.schoolgateway.co.uk**
 - Login using the email we hold to communicate to you
 - Be mindful that you will need to book 24 hours in advance, so for example, book by 8am Monday for Tuesday's session.
 - We cannot allow children to attend that have not pre-booked.
- **Cost per session, per child, is £3.75**
 - All payments must be made online – we will not be able to accept cash at the school office
 - Payments can be made via Tax Free Childcare Scheme (see note below)
 - Payments can be made via Edenred Childcare Vouchers (see note below)
- **Doors open at 7.45am**
 - even if you see staff in the hall, please be respectful and do not knock on the door to be let in any earlier.
 - Even if the door is open, please wait for a member of staff to let your child enter as they will sign your child in the register
 - Children will have access to quiet games and puzzles and arts and craft activities to ensure that social bubbles are not compromised.
- **Breakfast is served from 8am – 8.20am**
 - Children arriving after 8.15am will not be in time to have Breakfast
 - Breakfast will consist of cereal, toast, juice/squash drink; fresh fruit and yoghurt on occasions.
- **8.40am – children will be escorted outside and around to their classrooms and handed over to their teachers**
 - The children will follow the social distance protocols set up around school

**PARENTS WISHING TO MAKE PAYMENTS VIA
TAX FREE CHILDCARE SCHEME OR EDENRED CHILDCARE VOUCHERS**

Payments made via this way has implications as there will be a time delay:

- You processing the payment via the above
- The payment being seen in our bank account
- The credit being allocated to your Breakfast Club account.

So, we need to have an email from you to admin@stpaulscatholicprimary.co.uk (please put Breakfast Club in the email subject line) with a screenshot of your payment.

VERY IMPORTANT - In normal circumstances the school office only operates term-time only, so you need to notify us of your payment in advance of one term ending and another beginning so we can allocate money to your Breakfast Club account before you need to make bookings.

(During this summer holiday we will be monitoring the admin email to ensure your breakfast club payments are actioned as soon as possible for you).

When we can confirm payment has reached our bank, we can then add this amount to your Breakfast Club balance. Once you have a credit balance you will then will you be able to book places in the usual way.

TAX FREE CHILDCARE SCHEME:

Please check to see if you are eligible at <https://www.gov.uk/tax-free-childcare>

On making payment to us you will obtain a reference that is unique to your child. It is your child's initial plus three letters of surname, 5 numbers, and TFC at the end.

E.G. A Smith looks like this ASMIXXXXTFC – this will used on all your payments to us.

After processing your payment it can take 24 hours to reach our bank account.

EDENRED - Electronic Childcare Vouchers (Please check with your employer if this is applicable to you.)

Our Edenred Carer Account Number : **P21251884 – You will need this code.**

Payment will be issued to us by Bank Transfer, on the next working day after after Edenred has processed an electronic voucher transfer. Please allow 2-3 further working days for the payment to appear in our bank account.

For your reference on payment – Please put in St. Pauls/(Your Childs Name).