



Budds Lane  
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Email: [www.bordoninfantschool.co.uk](http://www.bordoninfantschool.co.uk)  
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Headteacher: Matthew Greenhalgh

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## Breakfast and Buzz Club

The Breakfast and Buzz (Afterschool) Clubs at Bordon Infant School are managed by the school and are run by school staff. This ensures the children and parents know the staff and the children know the expectations of behaviour. The clubs are open to children from both the Junior and Infant Schools.

Breakfast Club starts at 7:45am and ends at 8:45am. The children can choose from a variety of different breakfasts each day, including bacon sandwiches on a Wednesday! After breakfast there are a range of activities, games and toys to play with before the children go off to their classes for the start of the school day.

Parents can pass on any information about their child that they would like the class teachers to know to any of the Breakfast and Buzz Club staff, they will ensure the teachers receive your message.

Buzz Club starts at 3:15pm and ends at 5:30pm. The Infant children are collected from their classes. A Buzz club members of staff will collect the Junior children from a designated meeting point, this meeting point will be by the scooter parking shed. If your child attends a junior afterschool club please let us know that they will need to be collected at 4.30pm. There are different activities for the children to do every day from using the PE equipment in the hall, toys, games and computers in the club room. When the weather is nice the children can use the outside area and the outdoor equipment. If the children (or parents) wish, the children can do their homework from the Junior School or read to members of staff if in the Infants.

***If you need to contact Buzz Club after 4pm to get a message to the members of staff, please phone the mobile number which is 07756 923414.***

## Breakfast and Buzz Club Bookings

Breakfast and Buzz Club can be booked in different ways. You can either book regular sessions or you can book one off sessions.

### Regular Sessions

If you want a regular session at either Breakfast or Buzz Club you will need to book in advance. Once bookings have been agreed whether your child attends or not we will have to charge you the full cost of the session. If you have booked in advance, we will require a weeks notice to cancel any bookings without charge.

At the start of each month we will send you a statement for the sessions you have booked that month. You can continue to pay weekly or you can pay monthly. If full payment for the month has not been received by the end of the month we will now have to add on a £10 administration fee to cover the costs of the additional administration time required to chase late payments.



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### **One Off or Emergency Bookings**

Some spaces at both Breakfast and Buzz Club will be held open for daily and emergency bookings. These can be booked up to a week in advance and payment will be required on booking. We fully expect there to be sufficient places to ensure most parents can book their children in in this way if they do not require regular places. These bookings will be taken on a first come first served basis weekly. Once we have reached our maximum number, no further bookings will be able to be taken.

Both Breakfast and Buzz Club can be booked from the Infant School office or direct with the club staff. The first time you book you will need to fill out a registration form which is on the next page. This then needs to be handed to a member of the club or Office Staff.

### **Cost**

Breakfast Club costs £3.50 a session, per child and Buzz Club costs £6.50 a session, per child.

Payment can be monthly or weekly in advance.

Payments can be made direct to Breakfast and Buzz Club staff or the Infant Office Staff by cash or payment can be done through the school online payment system (if you are a Junior School parent you **cannot** make online payments on the Junior School system). Both Infant School and Junior School parents can pay for the clubs using the Infant School online payment system. Parents will be given instructions either when their child starts school or in the case of Junior School parents 24 hours after we have received a request to set a child up.

Payment for the month must be in no later than the last school day at the end of the month. Any late payments will incur a £10 administration charge. If payment is still not received after this time the spaces will be cancelled.

**Cash or online payments only.**



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## Registration Form for Breakfast and Buzz Club

Childs name (if signing up more than one child please put all names on the form)		
Class/es		
School		
Parents Names		
Home Phone Number		
Mobile Phone Number		
Email address		
Emergency Contact (if we cannot reach either parent)		
Named people I give authorisation to collect my child from Buzz Club		
Any Dietary or Allergy Issues		
Medical Needs		

Buzz Club collection rules differ slightly from school collection rules. As you are paying for the service our contract is with the person completing this form. Only named people on this form will be allowed to collect. If someone different is collecting your child please inform school staff.



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Name of Child: \_\_\_\_\_ Class: \_\_\_\_\_

### Breakfast Club session request

Breakfast club will open at **7:45am** no children will be admitted before this time.

Breakfast Club costs £3.50 per session, per child.

**Please indicate which sessions you would like and the date of when it is to start from**

Monday	Tuesday	Wednesday	Thursday	Friday

### Buzz Club session request

Buzz Club finishes at **5:30pm** all children must be collected before this time.

Buzz Club costs £6.50 per session, per child.

**Please indicate which sessions you would like and the date of when it is to start from**

	Monday until 5.30pm	Tuesday until 5.30pm	Wednesday until 5.30pm	Thursday until 5.30pm	Friday until 5.30pm
Sessions required					
Please indicate if your child attends clubs after school and will be arriving late					

Signed: \_\_\_\_\_ (Parent/Guardian) Date: \_\_\_\_\_

**A week's notice must be given to cancel any sessions. Cancellations or non-attendance for any other reason will be charged at the normal daily rate.**