



**Hopton Primary School**

**'Aiming High and Helping to Create the Future'**

**Headteacher: Mr. B Smith**

### **Breakfast & Afterschool Club 2026 - 2027**

Dear Parent or Carer

If you would like your child/ren to start Breakfast and/or Afterschool club from 1st September 2026 we have limited places available.

**Please complete the attached table and return it to school with the completed relevant Contracts & pick up form by 10 am on **Friday 10<sup>th</sup> July** either with your child or if you want, you can hand them in at the office.**

### **Please note - we need 1 form and contract per child**

If we have more requests for places than we have available, we will be allocating places by 'pulling names out of a hat.' We will contact you by Tuesday 14<sup>th</sup> July first and let you know if we have allocated your child/ren a place.

Please note the start times for Breakfast Club are: - 7.30, 8.00 or 8.30 am

Please note the finish times for Afterschool Club are: - 4.15, 5.15 or 6.15 pm

If we are unable to allocate your child a place, I will add your child's name to a waiting list and I will let you know if there are any places available in September.

If you have any questions then please email Miss Ellison - [office.hopton@kirkleeseducation.uk](mailto:office.hopton@kirkleeseducation.uk)

Regards

A handwritten signature in black ink, appearing to read 'B Smith'.

Mr Smith - Headteacher



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**Headteacher: Mr. B Smith**

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

**Breakfast Club 2026 - 2027**

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
DAYS WANTING					
START TIME					

**Afterschool Club 2026 - 2027**

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
DAYS WANTING					
FINISH TIME					

**Please could you make sure you return the Contracts and Afterschool Club Pick up form with this slip as we will not be able to offer a place without it**

**Please return by 10 am on Friday 10<sup>th</sup> July 2026**

# Hopton Primary School

## Breakfast Club Contract 2026-2027

Please complete the sections below. It is important that you read the terms and conditions of this contract.

<b>Child's Name</b>	
<b>Date of Birth</b>	
<b>Address</b>	
<b>Emergency Contact 1</b>	
<b>Emergency Contact 2</b>	
<b>Any Dietary Concerns/ Allergies</b>	
<b>Any Other Health Issues</b>	

### Terms and Conditions

1. I understand that you charge in half hourly blocks at a rate of : Contract - £2.10 per half hour or Ad-hoc - £2.50 per half hour.
2. I understand that if my child arrives before their allocated slot I will be charged for any part of an half hour at the ad-hoc rate . **Please note breakfast club DOES NOT open before 7.30 am.**
3. **Contract** - I understand that I am committing to the number of days as indicated and will pay for these days regardless of non attendance.
4. **Early Drop off/Ad-hoc-** I understand if my child starts breakfast club before their start time or on an ad-hoc basis I will be charged £2.50 per half hour slot and for ad-hoc use I need to contact school 48 hours before to make sure there is availability for that day.
5. I understand if I do not confirm ad-hoc availability for that day my child will not be allowed to stay due to staff ratios.
6. A) I understand I will need to pay for my breakfast club place on a four weekly cycle **by the due date** on the invoice. (Ad-hoc - will be charged the following month).  
B) Non payment will lead to a reminder text being issued by school. I accept that if I fail to pay the full amount after the reminder text, then my child will lose their place & I will still be charged for the place & 4 week notice period.
7. I understand that I have to give four weeks notice to cancel/amend my place at breakfast club and will be charged for the notice period.
8. I understand that my child will be taken to their Hopton class base at the end of each session.
9. I understand that if my child behaves in an unacceptable manner, they will be given a warning and will be informed. If this occurs on more than 2 occasions, I understand my child may not be able to attend breakfast club
10. I understand that if I regularly pay late I run the risk of having future places refused.
11. I understand that an adult must accompany my child to the breakfast club door and be received by a member of the breakfast club staff.

You will not be charged for breakfast club in the event of school closure due to critical weather conditions, emergencies and teacher training days.

**By signing you are accepting all our terms & conditions.** I agree to the terms and conditions as detailed above.

Signed

Parent/Carer: \_\_\_\_\_ Date: \_\_\_\_\_

# Hopton Primary School

## Afterschool Club Contract 2026 - 2027

Please complete the sections below. It is important that you read the terms and conditions of this contract.

<b>Child's Name</b>	
<b>Date of Birth</b>	
<b>Address</b>	
<b>Emergency Contact 1</b>	
<b>Emergency Contact 2</b>	
<b>Any Dietary Concerns/ Allergies</b>	
<b>Any Other Health Issues</b>	

### Terms and Conditions

1. I understand that you charge in hourly blocks at a rate of : Contract - £4.20 per hour or Ad-hoc - £5.00 per hour.
2. I understand that if my child is late to be collected from their allocated slot I will be charged for any part of an hour at the ad-hoc rate . **Please note after school club FINISHES at 6.15 pm.**
3. **Contract** - I understand that I am committing to the number of days as indicated and will pay for these days regardless of non attendance.
4. **Late Pick up/Ad-hoc** - I understand if my child is collected from afterschool club after their finish time or on an ad-hoc basis I will be charged £5.00 per hour slot and for ad-hoc use I need to contact school 48 hours before to make sure there is availability for that day.
5. I understand if I do not confirm ad-hoc availability for that day my child will not be allowed to stay due to staff ratios.
6. A) I understand I will need to pay for my afterschool club place on a four weekly cycle **by the due date** on the invoice. (Ad-hoc - will be charged the following month).  
B) Non payment will lead to a reminder text being issued by school. I accept that if I fail to pay the full amount after the reminder text, then my child will lose their place & I will still be charged for the place & 4 week notice period.
7. I understand that I have to give four weeks notice to cancel/amend my place at afterschool club and will be charged for the notice period.
8. I understand that if my child behaves in an unacceptable manner, they will be given a warning and I will be informed. If this occurs on more than 2 occasions, I understand my child may not be able to attend after school club.
9. I understand that my child must be collected from afterschool club by an adult and I need to sign them out every day.
10. **I understand if I arrive to collect my child after 6.15 pm, I will be charged 1 hour ad-hoc rate (£5.00) and an additional £1.00 per minute.**
11. I understand that if I regularly pay late I run the risk of having future places refused.

You will not be charged for after school club in the event of school closure due to critical weather conditions, emergencies and teacher training days.

**By signing you are accepting all our terms & conditions.** I agree to the terms and conditions as detailed above.

Signed



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Letter to Parents/Carers of After School Club

Dear Parent or Carer

Afterschool Club Pick Up

Please could you complete the table below with who is picking your child up from Afterschool club each day and return it back to school.

Name of child: \_\_\_\_\_

Day of the week	Person collecting my child
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	

If for any reason the person stated above is unable to collect your child, please can you phone the Afterschool club on 07780 249666 and explain who will be picking them up with a temporary password e.g. Star.

The person picking up your child will then have to tell the password to a member of the Afterschool club staff. The child may also be asked if they recognise the person collecting them.

Many thanks

Mr B Smith - Headteacher