



Dear Parent/Carer

YSGOL GYMRAEG BRO OGWR : FREE BREAKFAST CLUB

Breakfast Club Procedures:

- 1) Please note that there are no transport arrangements available to transport children to breakfast club. Parents/carers are not permitted to park/drop off on the school grounds due to health & safety and transport reasons. Parents/carers should park outside the school and walk their child(ren) in through the main entrance pedestrian gate. Princess Way Gate is NOT open for Breakfast Club access.
- 2) Access to the breakfast club in the school hall will be via the main entrance pedestrian gate, using the one way system across the yard to the **main school entrance**, where a member of staff will be on duty to sign the children in. Without exception, children must be signed in by a parent/carers and will not be admitted if unattended.
- 3) Pupils must be signed in strictly between the times of 8:10am and 8:30am prompt (children arriving after 8:30am will not be admitted and parents/carers would be responsible for the children until members of staff are on the yard at 8:50am, as per normal start of day arrangements).
- 4) A healthy breakfast (toast, fruit, cereal and juice, milk or water) will be offered. Children will be supervised by staff employed by Catering Services until the start of the school day, remaining in the school hall at all times during the breakfast club session (toilet facilities available next to the school hall).
- 5) All pupils will be requested to wash their hands on entry. They will be seated within their own year groups within the hall, each table separated from another to ensure social distancing and we keep to our school the contact groups. Siblings will **not** be seated together.
- 6) **We have a limited number of places to ensure we are able to follow social distancing and contact group guidelines and the number of adults in the hall.**

Please note that the guidance from the local authority is that the free breakfast sessions are for statutory age children only and that this does not include children in Meithrin/Nursery; this is due to supervisory ratios and Welsh Government guidance.

If you would like your child(ren) to attend free breakfast sessions, please email the school office (admin.broogwr@bridgend.gov.uk) to request an electronic copy of the form. The form must be completed and returned to the school office for processing. The form shows which days you request – your child(ren) will only be able to access the club on these requested days due to the maximum number of children able to attend each day. As we have restricted capacity in the hall, the allocated places will be based on the order of forms received.

Kind Regards
Sharon Jayne
Headteacher

Nik Dart
Chair of Governors