



# HOLY SOULS CATHOLIC PRIMARY SCHOOL

"a place where we pray together and everyone is important"

Mallard Close, Acocks Green, Birmingham, B27 6BN

**Tel:** 0121 272 1776

**Email:** enquiry@holysoul.bham.sch.uk

**Website:** www.holysoul.bham.sch.uk

Head Teacher: Mrs Rachel Girling



A St. Teresa of Calcutta  
Multi Academy Company  
School

## HOLY SOULS BREAKFAST CLUB

### HSBC

Dear Parents and Carers,

Following the recent survey we are pleased to announce that we intend to reopen our Breakfast Club on Wednesday 8th September 2021. This will however be dependent upon Government guidelines or changes and may at any time and with short notice result in an immediate closure. Whilst we hope this will not happen please ensure you have suitable arrangements in place should this happen.

The Breakfast Club is a service provided to assist working parents.

### HSBC Procedures

#### **The club opens at 8:00am.**

Children must be handed over at GATE C by a parent. Breakfast Staff will register them electronically. Pupils must not leave the site. Doing so will result in your child not able to attend the Breakfast Club.

#### **The last time for entry is 8:15am.**

The club finishes at 8:30am and pupils will be sent to class.

Parents must not drop children off on Mallard Close. (Free parking is available at Church.)

### FEES

- The Breakfast Club is cashless.
- All fees must be paid via ParentMail. **The cost per day is £1:50.** This includes supervision by staff, toast, cereal and milk or squash.
- Fees must be paid weekly in advance by the previous Thursday and please be aware spaces are limited to 30. Any deficit over £7:50 (weekly fee) will result in your child not able to attend. You do not need to pay for an entire week if your child only attends on certain days.



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St Teresa of Calcutta Catholic Multi Academy Company

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### EXPECTATIONS

- Children and parents are required to follow and sign the Breakfast Club Code of Conduct. The club will be led by Mrs Dipple, Miss Marshman and Mrs Larkin.
- The club remaining open will be dependent upon sufficient numbers. If the club fails to reach these numbers and may require closure a two week notice period will be provided.
- Pupils with allergies will need to complete a medical allergy form.
- Children will have the opportunity to enjoy reading, mindfulness colouring and play board games.
- Attached to this email is a Code of Conduct this must be returned and in place by Tuesday 7<sup>th</sup> September 2021 in order for your child/ren to attend. This will need to be signed by yourself, your child and a member of the school leadership team. Thank you.

Yours sincerely,

*R. A. Girling*

Mrs R A Girling  
Head Teacher



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## HOLY SOULS BREAKFAST CLUB – CODE OF CONDUCT

It is expected that all members of the Breakfast Club will follow the HSBC Code of Conduct at all times.

In the event of a significant incident of poor behaviour or consistent minor breaches of the behaviour code the right to attend the club may be withdrawn.	At the Breakfast Club this means...
<b>We are gentle:</b> We don't hurt others	We behave safely and we do our best to keep ourselves and others safe We tell an adult when we are upset
<b>We are kind and helpful :</b> We don't hurt anybody's feelings	We are kind to other club members We treat all adults and other club members with respect at all times
<b>We listen:</b> We don't interrupt	We follow instructions carefully. We listen carefully and respond appropriately
<b>We are honest:</b> We don't cover up the truth	We take responsibility for our actions We tell an adult when things go wrong When things go wrong we try to make things better We do our best to help ourselves and others
<b>We work hard:</b> We don't waste our own or others' time	We use our time constructively and play appropriately with others.
<b>We look after property:</b> We don't waste or damage things	We treat the club's property with respect. We don't damage things and we put things back when we have finished with them

Rewards	Agreed Sanctions
<ul style="list-style-type: none"> <li>➤ Verbal praise</li> <li>➤ Praise to another member of staff/ club leader</li> <li>➤ Praise to parents</li> <li>➤ Awards and stickers</li> <li>➤ Good Behaviour Certificates</li> <li>➤ 1st Choice on Activities</li> </ul>	<ul style="list-style-type: none"> <li>➤ Verbal warning</li> <li>➤ Removal from activity</li> <li>➤ Directed activity</li> <li>➤ Time out/Reflection time</li> <li>➤ Referral to school leader</li> <li>➤ Referral to parents</li> <li>➤ Temporary suspension from membership</li> <li>➤ Permanent suspension from membership</li> </ul>

PUPIL NAME	PARENT/CARER	HOLY SOULS SLT
Signed by:	Signed by:	Signed by:
Date:	Date:	Date:



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