



Wednesday 28th September 2022

Dear Parents and Carers,

Re: Communications and Breakfast Club

Firstly, thank you all for your patience!

We are in the process of a significant overhaul of communication structures and as such, we now have one website for the two schools, which launched today. [Homepage - St. Joseph's Infant and Junior Schools, Birtley \(stjosephcatholicsschoolsbirtley.org\)](https://stjosephcatholicsschoolsbirtley.org/)

There are still some minor tweaks to make to the site; however, by enlarge, the information that you need as parents will be on there and we have no doubt that the website will grow as the term progresses.

We have also been working incredibly hard behind the scenes to get staff trained with the necessary food hygiene certificates and to procure an infrastructure to support e-payments.

We are on the final straight; and we hoped to have all of the information sent to you, this evening; however, despite our best efforts, we cannot finalise one aspect of this infrastructure, until Friday.

As both schools have historically used separate communication providers, we have attempted to bring this under one roof to make our communication to you, easier. SchoolComms is already used at St. Joseph's Catholic Infant School, but not at the Junior School. Moving forward (w/c 10th October), we hope to have SchoolComms set-up across both schools and further instructions will be sent to you so that you know how to book your child into breakfast club. It may still mean that you may receive some communications twice, if you have pupils attending both schools; but using one system across both schools will be more manageable for our administration team.

We recognise that parents are eager for breakfast club to be established and we want to ensure this goes ahead.

As an interim measure, please click the link to complete the Microsoft form below, if you wish to sign-up your child to breakfast club for week commencing 3/10/22. Please sign-up by Friday evening.

<https://forms.office.com/r/c8ruEwwrus>

For this week only, we will accept £3 cash payments for Breakfast Club, which can be given to one of the staff; however, once our new e-payment methods are finalised, we will only accept pre-payment and online booking via SchoolComms (more details will be sent out in due course), and this will be a cashless system.

The cost for breakfast club is £3 and a full copy of the **Breakfast Club Booking Club Strategy** can be viewed at this link: [Breakfast Club - St. Joseph's Infant and Junior Schools, Birtley \(stjosephcatholicsschoolsbirtley.org\)](https://stjosephcatholicsschoolsbirtley.org/)

We will use all allergy and medical information on record in school.

Thank you for your understanding,

St. Joseph's.