

July 12th, 2019

Re: School Breakfast Club

Dear Parent/Carer.

From September 2019 the school will be operating a child care provision in the morning from 7.30am to the start of the school day at 8.45am, when children will be escorted by staff to their classrooms.

Children will be served a breakfast of cereals, toast and fruit juice and also provided with a range of activities by our teaching assistants.

There are two options of start times:

- 7.30am prompt
- 8.00am prompt

Staff will collect the children from the school office at those times. We cannot accept late arrivals.

The cost of the club will be £3.50 per day, with a discount for Monday to Friday (5 mornings of the same week) to £15.00.

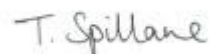
Places will need to be booked and paid for a week in advance using **ParentPay**. Bookings will commence on Thursday 18th July from 12.00pm. Payment must be received on **ParentPay** to secure your child's place. If you have not set up a **ParentPay** account please contact the School office for a letter containing your username and password.

ParentPay - To book your child's place:-

1. You need to log onto your ParentPay account.
2. View payments items
3. Select Breakfast Club.
4. Select week commencing date
5. Make/view bookings
6. Select dates required
7. Confirm bookings

Please note that space in the DT Room is limited so we can only accommodate a certain number of children. Therefore places can only be allocated on a first come first served basis. Priority will be given to working parents and carers. We will hold a waiting list but must insist on notice of at least 48hours to cancel a place.

Yours sincerely



T. Spillane
Principal