# Beechwood Primary Academy

**Chief Executive Officer – Mrs A Nettleship**

**Head of School: Mrs Lisa Evans**
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**Beechwood Primary Academy**
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14th July 2020

Dear parents and carers,

From September, there will be a change to the way that breakfast club runs at Beechwood. In order to maintain the updated government guidance and keep your children safe, we need to know how many children will be in breakfast club before the morning to ensure that they are safely provided for.

Therefore :

- **ALL breakfast club spaces need to be booked at least a day before via the Parent Pay booking system.**
- **ALL children must be escorted by a parent/carer to ensure your child is registered.**

You will need to pay for the breakfast club place at the point of booking to secure the place, but if for any reason your child is unable to attend, then the money would be credited back into your parent pay account to be used for a future booking.

Breakfast club will continue to run from 7.45am and will remain at **£2.00 a day** (£1.00 if in receipt of FSM).

You will be able to book spaces up to 100 days in advance, and the booking can be completed, changed or cancelled up to two days in advance.

It is not currently our intention to limit breakfast club numbers as based upon last year we would be able to provide a safe environment for all of the children who wish to attend.

Children will be required to wash their hands on entering the building and then will be directed to a specific table, where their choice of breakfast will be brought to them. They will then have different activities available in their seats.

Thank you for your understanding in this change.

Kind regards

L. Evans

Mrs Lisa Evans
Head of School