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Our Ref: AO/B/BC/PR&A/KL

October 2020

Dear Parents,

NEW BREAKFAST CLUB BOOKING SYSTEM

With effect from 3rd November 2020 we will be managing all Breakfast Club bookings via Parentmail. We will no longer be able to make or accept bookings via e-mail or over the phone from this point forward. (Please note, bookings for the rest of October up until half term can still be made via the school office).

A registration form must be completed for all children who attend Breakfast Club. If you haven't already completed a registration form, you can download a copy from the school website, which should be filled in and e-mailed to the school office.

All Breakfast Club sessions must be booked and paid for at least 48 hours in advance. Children must not attend Breakfast Club unless a booking has already been made.

The new Breakfast Club booking system is now live, and parents can start making bookings for November via their Parentmail accounts in the following way:

- Access your home page by tapping the three bars at the top left hand of your screen
- Scroll down to "Accounts"
- Select "Breakfast Club"
- Select the week that you would like to make a booking for
- Select the days that you wish to book (note, "No Choice" indicates no booking)
- Once selected, tap on the "Pay Now" icon at the bottom right hand side of the screen. You will then be given an option to repeat the booking for another week, or to continue to payment.
- When you have finished selecting all the dates you wish to book, click on the "Confirm" icon in the bottom right hand corner.
- The next screen will tell you how much your booking will cost. Click on checkout and continue to payment.

Please note that once a booking has been confirmed it is not possible to cancel or amend it.

Due to system constraints, we can only publish a 4 week booking period at a time. The next booking period, 30th November through to 18th December will become available from the 16th November.



Parents are reminded that it is their responsibility to make sure regular bookings are made using this system. We are unable to book your child onto the system for you.

If you experience any difficulties, please contact the school office and somebody will be able to assist you.

Yours sincerely

Mrs J M Di-Pede
Headteacher

