



Oakwood Primary Academy

Chief Executive Officer – Mrs A Nettleship



Head of School: Mrs Jackie Sparrow

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16th July 2020

Dear parents and carers,

From September, there will be a change to the way that Breakfast Club runs at Oakwood Primary Academy. 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 24 hours prior to the day required to ensure that they are safely provided for. **Booking will be available from 3rd September 2020.**

Therefore:

- **We will require from September that all Breakfast Club spaces are booked and paid for at least a day before via the Parent Pay system.**
- **ALL children must be escorted by a parent/carer to ensure your child is registered.**

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.

You will be able to book spaces up to 1 month 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. If this changes due to an increased demand for places then we will update parents accordingly.

Breakfast Club will continue to run from 7.45am and will remain at **£2.00 per day**. Children will need to be escorted by a parent/carer and dropped at the Community Entrance gate to ensure your child is registered. We also ask that parents remain a social distance from the staff welcoming the children in the morning.

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 and support regarding this matter.

Kind regards

Mrs J Sparrow
Head of School