



DE LACY  
PONTEFRACT  
PRIMARY SCHOOL

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Thursday 28<sup>th</sup> November 2024

### Important Notice: Changes to Breakfast Club Booking

Dear Parents/Carers,

As part of our ongoing efforts to manage Breakfast Club attendance more effectively, we are introducing a new system for booking and paying for your child's place. Starting on **Tuesday 3rd December 2024**, the following changes will take effect:

#### **New Booking and Payment:**

- **Bookings for Tuesday–Friday:**  
You must book and pay for your child's Breakfast Club session **before 4.00pm the day prior**.  
**Example:** To book for **Tuesday 3rd December**, you must complete your booking and payment by **4.00pm on Monday 2nd December**.
- **Bookings for Monday:**  
For Monday sessions, bookings and payments must be completed **before 4.00pm on the Friday prior**.  
**Example:** To book for **Monday 9th December**, you must book and pay by **4.00pm on Friday 6th December**.

If you do not book and pay by the specified time, your child **will not be able to attend Breakfast Club** on the following day. Unfortunately, we will not be able to make any exceptions.

#### **Important Reminders:**

- Any booking and payment made **after the 4.00pm deadline** will not be confirmed, and your child will not be added to the Breakfast Club attendance list for the following day.
- If you have any questions or need assistance, please do not hesitate to contact the school office at **01977 722620**.

We appreciate your understanding and cooperation as we implement this change. This new system will help us manage attendance more efficiently and ensure the safety and well-being of all children attending Breakfast Club.

Thank you for your continued support.

Kind Regards

Mr. J Parkinson  
**Headteacher**