



Northfield St. Nicholas Primary Academy

St Margaret's Road, Lowestoft, Suffolk, NR32 4HN

☎: 01502 563528

✉: office@nsnacademy.com

🌐: www.nsnacademy.com



Headteacher: Mr. I. W. Owens
Deputy Headteacher: Mrs. J. Catchpole

Wednesday 4th May 2022

Dear Parent/Carer,

Breakfast Club Bookings

I am writing to advise you that **from Monday 16th May** we will be changing the way that spaces for Breakfast Club are booked. This will enable us to have an accurate number of how many children will be attending each day in order to ensure the correct amount of food is prepared. Also so that we are aware of any Year 5 or 6 pupils who may walk to Breakfast Club alone in order to ensure that they arrive at school safely.

Spaces at Breakfast Club can be booked on either a weekly or half termly basis by emailing Breakfastclub@nsnacademy.com where you will need to provide:

- your child's name
- confirm the day/s you would like your child to attend Breakfast Club
- advise whether your child has any allergies

All bookings will need to be made by the Thursday of the previous week and if your child is not eligible for a free space a payment of £2.00 will need to be made for each session. There are a maximum number of 60 spaces at Breakfast Club each day.

Please note that if you do not book a space for your child they will not be able to attend.

In the case of a late booking you will need to speak to the school office, at least 24 hours in advance, in order to book a space.

If your child is ill or won't be attending Breakfast Club for any reason we would appreciate it if you could call us on 01502 563528 by 8am to inform us.

Thank you for support and if you have any further questions please do let us know.

Yours Sincerely

Mrs J Catchpole
Deputy Headteacher

LOOK SMART, THINK SMART, BE SMART.

The Northfield St Nicholas way

Learning Leadership Enjoyment Responsibility Inspiration Inclusion Integrity

