



St Francis of Assisi Catholic Primary School

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Headteacher: V. Snejberkova-Taylor
Assistant Head: V. Oxley

Thursday, 16 November 2023

Dear Parents/Carers,

As we are sure you are aware this academic year finds us facing some unexpected additional financial pressures and so, in order to keep any extra school costs down, we will be asking parents to pay for their child/ren's breakfast club place in advance and for a whole week.

This will not only help to keep debt down but it will also help us to plan for exactly how many children will be having breakfast with us and participating in breakfast club activities.

To ensure an efficient running of the club, please note the following:

- There will be a cap on a number of children we are able accommodate
- For consistency, only full-time places will be available
- Breakfast club must be paid in advance and in full (for a whole week)
- We cannot accept any ad-hoc or partial payments for part-time places
- The above system will be fully in place **from Mon 27 Nov.** Please make payments by Thu 23 Nov.

The process for payment is exactly the same. We are still a cashless school and so all payments must be made online to the school using School Money.

If you have any questions regarding this please call or speak with our office staff. Thank you for your understanding and co-operation.

Kind regards,

Mrs Snejberkova-Taylor

Headteacher