



Archdiocese of Birmingham  
**ST WILFRID'S CATHOLIC ACADEMY**  
QUEEN'S AVENUE, TUNSTALL,  
STOKE-ON-TRENT ST6 6EE



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14<sup>th</sup> July 2020

Dear Parents & Carers

**Breakfast Club – Changes from September 2020**

We will be making changes to the way in which you currently access the use of our Breakfast Club from September 2020. All places will need to be booked in advance on a Monday previous to the week required, for example, you will need to book and pay in full on Monday 31<sup>st</sup> August for places from Monday 7<sup>th</sup> September, and on Monday 7<sup>th</sup> September for week commencing 14<sup>th</sup> September and so on. The club will not be open on 2<sup>nd</sup> to 4<sup>th</sup> September whilst we establish our staggered starts and will open from Monday 7<sup>th</sup> September 2020.

We will be operating a strict booking system and so your support with this new procedure is appreciated. Please note that we cannot accept any bookings outside of the above criteria and you will be turned away unless you have a booking.

You will need to email [kcook@stwilfridsnewman.co.uk](mailto:kcook@stwilfridsnewman.co.uk) with your requirements. Please supply your child's name/s, class, mornings required and confirm that you have paid in full on scopay. You will receive a confirmation email from Mrs Cook to confirm your booking.

The cost from September will be £3.50 per child per session and is payable on scopay.

Going forward, the above changes will be the new format for our breakfast club, however during the COVID 19 restrictions we will be limiting the numbers to the club on a first come first served basis until further notice as follows:-

- The club will be for Reception to Year 6 children only – not open to Nursery during the Autumn Term.
- Entry into school will be through the main front gate and down the ramp, with 1 family at a time in the foyer and exiting up the steps to maintain social distancing. We ask you to make this a speedy process due to the need for other parents to drop their children off in a timely manner. If you have any questions then these should be by telephone or email.
- All children should be dropped off between 7.30am and 8.00am – this allows for the staggered start for our classes.
- You will not sign your child/ren into the breakfast club – your email confirms the days you require and the office staff will mark the register – this is to limit the spread of the virus.
- All children will use the hand sanitiser upon entry into school.
- Whilst in the hall, children will be allocated an area to sit/eat/play – this could be their class bubble or their family bubble.
- Breakfast will be available free of charge at the moment as it is provided by Magic Breakfast for the Autumn Term only.

As you are aware the above procedures are necessary at the current time. We will communicate changes to you as and when we receive further guidance.

We are pleased that we are now in a position to offer the above facility to you again, and that this is hopefully the support that your family needs during these difficult times.

Miss D Lee  
Principal

