



**THREE
LANE ENDS
ACADEMY**
THRIVE • LEARN • ENJOY • ASPIRE

13th July 2020

Dear Parent Guardian

Breakfast Club

We are aware many families currently rely on our breakfast club, to ensure that we are still able to offer this service we need to make some small changes.

From September we need to ensure that breakfast club bookings are made one week in advance to enable us to ensure that we have the correct level of staffing to support the groups that we will have to put into place. Numbers will be limited to groups. Unfortunately if children are not booked in prior to the date we will be unable to accept them.

All bookings that are made will be charged for, charges will be added to parentpay weekly, we will not increase the cost from £3/day. Should you not take up the place booked we will not be able to return the money as the place will not be able to be filled by another child. If your child is in receipt of pupil premium places within breakfast club will still be offered free. Breakfast club begins at 07:45. We would ask that any child attending breakfast club is at school by 08:00 latest.

To enable us to plan for children returning to breakfast club we will not be able to offer the service until week commencing 14th September 2020. Could we please ask that you complete the form attached and return to the school office by 8th September 2020.

We will acknowledge your booking. If you wish to amend bookings please do so completing a form and sending into school or emailing to admin@tleacademy.co.uk. We would ask that all bookings are with us on a Monday for the following week should there be any changes.

Yours sincerely

D Roberts
Headteacher



Three Lane Ends Academy
Methley Road, Castleford
West Yorkshire WF10 1PN

Telephone: 01977 524483

Email: headteacher@tleacademy.co.uk



Breakfast Club Booking Form

Child's Name	
Child's Class	
Child's DOB	
Parent Name	
Contact Number	
	Return form to school or email admin@tleacademy.co.uk

Dates Required – please X boxes below

Week commencing 14.09.20

Day	Monday	Tuesday	Wednesday	Thursday	Friday

Week commencing 21.09.20

Day	Monday	Tuesday	Wednesday	Thursday	Friday

Week commencing 28.09.20

Day	Monday	Tuesday	Wednesday	Thursday	Friday

Week commencing 05.10.20

Day	Monday	Tuesday	Wednesday	Thursday	Friday

Week commencing 12.10.20

Day	Monday	Tuesday	Wednesday	Thursday	Friday

Week commencing 19.10.20

Day	Monday	Tuesday	Wednesday	Thursday	Friday

