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Beechwood Primary Academy  
Rockfield Avenue, Southway, Plymouth, Devon PL6 6DX

15<sup>th</sup> January 2024

Dear Parents/Carers,

## **RE: Breakfast Club and Friday afternoon childcare**

I'm just providing a little more information regards how our Breakfast Club and Friday afternoon childcare provisions will look once we have changed the timings of our school day.

### **From Monday 29<sup>th</sup> January school hours will be:**

Monday	8:30am – 3:30pm
Tuesday	8:30am – 3:30pm
Wednesday	8:30am – 3:30pm
Thursday	8:30am – 3:30pm
Friday	8:30am – 12:50pm

### **Breakfast Club**

Breakfast Club hours will be 7:30am – 8:30am from Monday 29<sup>th</sup> January.  
As we do now, we will stop serving breakfast 15minutes before the end of Breakfast Club.

If you have any questions, please have a chat with Mrs Pinhey or Ms Arcos, or alternatively pop into reception and we will answer any questions that you have.  
Please continue to book into Breakfast club using parent pay.

### **Friday afternoon Childcare 12:50pm – 3:30pm from Friday 2<sup>nd</sup> February.**

As you know we are providing childcare for the children of parents that work or are in full time education on a Friday afternoon. Thank you to you for providing the necessary evidence to support this.

We will not be charging for childcare on the Friday afternoon.

The children will be escorted to Mrs Blakeston's classroom where they will register and be cared for until you pick them up. You can collect your child before 3:30pm if you finish work before this time.

The external boundary gates at Clittaford Road and next to school will be locked by 1pm. If you wish to collect your child before 2:30pm please come to reception. After this time, the next available time for you to collect your child will be 3:30pm. We will reopen the gate by the doctors surgery at 3:20pm and you can collect your child from the Year 1 pod area.

### **Booking system for Friday afternoon**

We are going to operate a booking system for Friday afternoon childcare, many of you have had a conversation with us around the fact that you will not necessarily need childcare each week and not until 3:30pm.

The booking system will be on Parent Pay and will work just as the Breakfast Club booking system works.

Parents will be able to book for Friday 2<sup>nd</sup> February and beyond from Monday 22<sup>nd</sup> January by following these instructions: -

- Log on to Parent Pay
- Select Child
- Select - Book meals and places
- Select - Afterschool
- Select Day/date (only Fridays will be available to select)
- Scroll down and confirm booking

Bookings need to be made by 8:30am at the very latest each Friday but can be booked way in advance.

**Friday afternoon childcare is only for children of parents that either work on a Friday afternoon or are in full-time education.**

Any new children that require this service will have to provide proof of education/employment before they can access this service and be assigned to the booking system. Please send proof to [beechwood.desk@discoverymat.co.uk](mailto:beechwood.desk@discoverymat.co.uk)

As always, if you have any questions or wish to talk to someone in school regarding this, please do not hesitate to get in touch.

Thank you for your continued support.

Mr P Arnold  
Senior Head of School