



MEDINA PRIMARY SCHOOL

Medina Road, Portsmouth, Hampshire, PO6 3NH
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Headteacher: Mr H Payne BEd
Deputy Headteacher: Miss R Hammerton

Tuesday 21st November 2023

Dear Breakfast Club User

I have been advised that, increasingly, places are being booked at Breakfast Club and the child is not attending. The maximum number of children we can accommodate at Breakfast Club is limited to 25 and therefore places are at a premium.

I ask, please, that if you do not require the space you cancel it, online via ScoPay, as soon as possible. Places can be cancelled, at no charge to yourself, up to midnight the day before. By cancelling the place in advance this could allow another child to access Breakfast Club.

Regrettably, if we find that your child regularly books, but does not use, Breakfast Club, we may have no alternative but to withdraw their option to attend. We do not want to do this, however as I am sure you can appreciate it is not fair on other children that are unable to attend due to lack of availability.

If you have any questions regarding the way Breakfast Club operates, please email the address at the top of this letter.

Thank you for your support.

Yours sincerely

A handwritten signature in black ink that reads 'H J Payne'.

H J Payne
Headteacher