



Coates Primary School



Coates Primary School
The Fold
Coates
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27th Septmeber 2022

Dear Parents and Carers

Changes to booking Breakfast Club and Out of School Club

Following a recent review, we are making some amendments to the way bookings are made for Breakfast Club and Out of School Club. To guarantee a place on your required date(s), please email admin@coates.cambs.sch.uk by 12:00 noon on the Friday of the proceeding week. This ensures school is given sufficient time to plan adequate staffing.

Any bookings made after 12:00 noon can only be accepted if there are spaces left on your chosen date(s).

Any pre-booked sessions that your child(ren) does not subsequently attend will still be charged for, unless you have cancelled at least 7 days in advance.

As per our terms and conditions, we require sessions to be paid for in advance, and in addition to this, a late pick up incurs a charge of £3 for every 5 minutes that you are late.

We thank you in advance for your co-operation.

Kind regards

Mrs. Lindsey Boucher
Headteacher