



Frodsham Primary Academy
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Frodsham
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Wednesday 1 April 2026

Dear parents,

I am writing to finalise details for our new **FREE** breakfast club which is starting on Monday 13th April, our first day back after the Easter break.

We have been awarded funding from the Department of Education to run a free breakfast club from 8:10am to 8:40am, every day, for pupils in Reception to Year6.

Pupils are requested to arrive at 8:10am at the office main entrance, at the front of school. Parents will be able to hand pupils over to staff at the door; the doors for breakfast club will close at 8:15am promptly. After this time, pupils can only enter school from the usual 8:40am start time via the side gate off the park, as per current start of day arrangements. Unfortunately, no children will be admitted after 8.15am.

A breakfast of healthy cereals and toast will be available when the children enter the club at 8:10am.

Pupils can attend an earlier pre-booked **PAID** session from 7:45am, as currently. This is charged at £1.50 per day. Nursery children can continue to book a breakfast club session at the usual cost of £2.50 per day.

Please book your child into the breakfast club via ParentPay the payment item '**Free Breakfast Club**' - bookings must be completed by the end of day on a Thursday in time for the following week. Bookings for the first week back after Easter must be made by Thursday 9th April. Unfortunately, we cannot take late bookings after Thursday each week.

If your child is attending the paid session 7.45am to 8:10am, please book on BOTH the paid '**Breakfast Club**' payment item on ParentPay (and pay for this session) AND then make your bookings for the free breakfast club via the '**Free Breakfast Club**' payment item.



Instructions on booking free sessions on ParentPay

*To book sessions, please go onto ParentPay and select 'pay for other items'. Click the 'view' button on the Free Breakfast Club payment item. Once opened, **DO NOT MAKE ANY PAYMENT**, go straight to the consent tab and tick the box, then click the highlighted yellow tab that says 'book meals and places'.*

Please select the week ahead from the 'week commencing' drop down menu and then click 'make or view bookings'. Click 'book a session' on the days you wish your child to attend and then click the 'confirm bookings' tab.

Your booking is now confirmed.

We will set a reoccurring reminder message to come to you on a Thursday at 3pm as late bookings after this day will not be accepted due to staffing organisation and ratio's.

Kind regards,
Sara Wakefield
School Business Manager