

St Mark's C of E School

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Executive Headteacher: Mrs Stephanie Bryant

Head of School Primary: Mrs Lorraine Hoad

Head of School Secondary: Mr Ben Godber



8th May 2026

Dear Parents / Carers,

We are pleased to let you know that our DfE-funded Breakfast Club will begin at school on **Wednesday 20th May**. The club will take place between **7.50am** and **8.25am** every day and will be held in the Atrium. Children will be met at the front reception area by school staff with last entries being permitted at **8.05** am. At 8.25am, children will be escorted/directed to their classrooms.

The Breakfast Club will provide children with a free, nutritious breakfast in a calm and welcoming environment before the start of the school day.

How to book a place

All bookings must be made in advance via SCOPay. Please ensure your child is signed up on SCOPay for each day they wish to attend, as we are unable to accept children who are not booked.

Allergies and dietary requirements

If your child has any food allergies, intolerances, or special dietary requirements, it is essential that these are clearly recorded with the school before they attend Breakfast Club.

Please ensure:

- Allergy and medical information is up to date on school records, and
- You notify the school office of any changes as soon as possible.

Children with undisclosed allergies may not be able to attend until this information has been confirmed.

Booking deadlines

To allow us to order the correct amount of food, bookings for Breakfast Club must be made a week in advance. If you would like your child to be signed up, please ensure this is done by **Wednesday 13th May for the first week (Wednesday 18th to Friday 20th)** and then every **Monday** thereafter for the following full week.

Thank you for your support. We are very much looking forward to welcoming the children to our Breakfast Club.

If you have any questions, please contact the school office.

With best wishes,

Lorraine Hoad
Head of Primary