



Portobello Primary School  
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Mrs J Humphrey  
Head Teacher



Dear Parent/Carer

### Re: Breakfast Club

Breakfast club is available to pupils in Early Years, KS1 and KS2.

Places are limited to 16 pupils per day and bookings/payments can be made via SIMS Pay in advance, this is to ensure we have the correct staffing for our staff to pupil ratio, for health and safety reasons.

**How to book Breakfast Club** – go to SIMS Pay, sign in and under school clubs you will see a Breakfast Club booking option for week 8<sup>th</sup> March for example. (each week moving forward will have the week commencing date on it please use the correct week to book) go to: <https://www.sims-pay.co.uk/Home>

**Booking will be open up until Wednesday each week for the week to allow parents/carers to book in later in the week for a Thursday or Friday for example**

Should you wish to book your child **every morning** – you will need to click on **each individual day option and add to your basket**. You will then have Monday, Tuesday, Wednesday, Thursday and Friday in your basket to check out.

Should you only require a Monday and Wednesday for example - click on the **Monday option add to your basket and then click on the Wednesday option** and add to your basket before checking out.

Payment will be £3.00 per child per day and open **from 7.45am** latest drop off to school 8.25am.

Children will have a choice of toast (pancakes and waffles when available) plus cereal, a yogurt and there is juice, water or milk to drink.

Any questions at all please contact school via telephone or email address below. At present due to COVID restrictions each year group sit at separate tables.

Should you require a SIMS Pay reference code to register and log into SIMS Pay please contact Mrs Lister/School Business Manager.

Your Sincerely

Mrs J Humphrey  
Head Teacher

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