



1st December 2022

Dear Parents, Carers and Pupils,

Re: Breakfast Club at Brookwood Primary School

We are pleased to inform you that from January 2023 NSSport will provide breakfast club facilities at Brookwood Primary School. It is our aim to support working parents by providing early morning childcare and to offer children the opportunity to have a healthy breakfast at the start of the school day in a safe, familiar, friendly and welcoming environment. The club will be run by NSSport along with members of Brookwood Primary School staff.

Points to note

- The club will run from 7.45 am until 8.40 am
- Breakfast will be served between 7.50 am and 8.10 am
- The cost will be £4.00 per session to cover the cost of care and breakfast
- The club will be free to children who qualify for Pupil Premium Funding, please enquire with the school to see if you qualify
- Booking is required in advance to avoid disappointment. All places are allocated on a first come, first served basis and will need to be booked within 12 hours in advance to secure a place
- If you haven't prebooked a place, we **may** accept your child as long as we have a place available. The charge for an on the day bookings is £6.00 and you will be invoiced on a weekly basis.
- We will accept childcare vouchers as payment. Please ensure you release the funds to us prior your child's attendance at Breakfast Club. Please quote your child's name when making this payment.
- KS1 children attending breakfast club will be escorted to their classrooms in time for registration
- It is a condition of the club that parents sign in their children (with the exception of Year 6 children who will be able to sign in themselves).

How to book

If you are a new customer booking with us, we ask that you register with us first. Registration is done on our website at www.nssport.co.uk. Registration is a one-off form and is a simple process that will take a few minutes.

To begin, select the Brookwood Primary School from the list of schools. Then select the Bookings tab which will launch a Login portal and press the Register button which will open the enrolment form. Please ensure you complete the form in full so that your registration is successful. Once your registration has been submitted you will receive an email to confirm your email is a valid email address. Once this has been confirmed you can then return to the Bookings area by simply returning to the Login screen. Enter your login credentials that were set at the time of registration and follow the 4-step process,

1. Select your **Venue**
2. Choose your **Activity**
3. Select the **Child(ren)** you wish to make the booking for and confirm their details are up to date.
4. Choose the **Dates** you wish to book your children in to Breakfast Club.

You will then proceed to the Payments area, please select your chosen payment method and then checkout. Once you have completed the booking you will receive a booking confirmation by email.

For customers who are familiar with our booking process, select the new Breakfast Club option from the Activities listed.

We would very much welcome the chance to discuss any of the above further, or answer any questions you may have, so please do not hesitate to contact us. Please note our contact details can be found at the end of this letter.

We hope to welcome your child(ren) to our Breakfast Club programme very soon.

Best regards,

The NSSport Team

www.nssport.co.uk

enquiries@nssport.co.uk

T: Breakfast Club/After School: 07935 220924

