



'We can and we will'

GLEBE PRIMARY SCHOOL

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10 January 2019

Dear Parent/Carer

RE: BREAKFAST CLUB CANCELLATION POLICY

Due to several enquiries regarding Breakfast Club Cancellation Policy. We are writing to inform you that there will be a 48hr notification procedure. If you wish to cancel your child's place you will need to do the following:

- Email breakfastclub@glebeprimary.org with a request to cancel your child's place no later than 48 hours before the date
 - Child's Name, Class, and Date you wish to cancel
- If you cancel 48hrs before you will not be charged
- Refunds will only be given on receipt of an email to breakfastclub@glebeprimary.org

PLEASE NOTE: If you cancel after the 48hrs cancellation period you will be charged for your child's place.

Yours sincerely

M. Penney

Mrs M Penney
Head Teacher

