



NOTTINGHAM ACADEMY

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Ref: SJ/TC

24th January 2018

Dear Parents/Carers

Changes to Booking Procedures for Breakfast and Afterschool Club at Sneinton Boulevard

Following recent feedback we have been reviewing the way in which the booking forms are received at the Sneinton Boulevard site.

To make the procedure more in line with the process followed at the Greenwood Road site and to ensure that we are adhering to all regulated protocols, we will be implementing the following procedure commencing **Monday 29th January 2018**.

All booking forms **MUST** be handed in to the Office at the Sneinton Boulevard site or to the Breakfast and Afterschool's Club Manager, Paula Brailsford at the Greenwood Road Site. To support with this we will ensure that there is a member of office staff available at Sneinton Boulevard from 7.30am on a daily basis.

To confirm forms can be handed in as detailed below:

Monday – Thursday

7.30am – 4.00pm to be handed to the Primary Office at Sneinton Boulevard

4.00pm – 5.45pm to be handed to Paula Brailsford at Greenwood Road

Friday

7.30am – 3.30pm to be handed to the Primary Office at Sneinton Boulevard

3.30pm – 5.45pm to be handed to Paula Brailsford at Greenwood Road

By extending the office hours we have tried to ensure that there is always an option for you to be able to hand in your forms and receive the signed duplicate copy back, this way you are always aware of what days you have booked. Copies of the forms are also now being maintained within the office at Sneinton Boulevard so if you have any questions we can double check these for you.

If you have any questions with regards to this please speak to a member of the office staff at Sneinton Boulevard or Paula Brailsford at Greenwood Road.

Yours faithfully

Steve Jones
Primary Principal

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