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Headteacher: Mr J Meek
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Wednesday 3rd October 2018

Dear Parent/Carer

Thank you for your patience while we roll out ParentMail to all. We can confirm that both Breakfast and After School Clubs are now bookable until half term online via our ParentMail shop. Bookings for after half term should be available by the start of next week.

If you are using a computer you will need to log on to ParentMail, select Payment, choose Shop in the top right hand corner of the screen and make your selection. If you are using the app then please choose Payments, followed by the Shop tab at the bottom of the screen.

For After School Clubs, please book the time option that best suits your needs, you will need to add each day you are booking to the cart before checking out.

For Breakfast Club you have two options, permanent booking will allow you to book the same day, each week; until the end of term. Ad Hoc booking will allow you to book individual days. For Ad Hoc bookings you will need to add each individual day to the cart before checking out.

If we have not already received a registration form for your child then we will send this across via email for you to complete. Please note that a registration form must be completed before your child attends.

If you do have any difficulties with the booking process then please email office@hawkesfarmacademy.org or come and see us in the school office and we will do our best to guide you through the process.

Once again, we do thank you for your patience.

Kind regards

The Office Team