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26th March 2018

Dear Parent/Carers,

**Breakfast and Afterschool Club**

Unlike many schools, we offer an extremely flexible approach to booking and payment. Breakfast club can be booked until midnight on the evening before and after school club until lunchtime on the day in question.

All bookings and payments should be made through Parent Pay. This is not only for safeguarding purposes but also to ensure that we have sufficient staff in place to look after the children.

Unfortunately, we are noticing that there can be up to 14 children attending the clubs each day who have not booked in via the parent pay system. Whilst we understand that there may be the odd occasion when you miss the midnight deadline this should not be happening on a regular basis. The effect of additional children increases the staffing ratio and we need to be aware of this in advance so that the appropriate number of staff can be in place.

We have no wish to take away the flexibility that we are offering, as we are aware that this is advantageous to our families. However, we are making a change to the time of the deadline for breakfast club bookings. Breakfast club must be booked by 3.30pm on the day before to ensure that Mrs Pilling can arrange for sufficient staff to be in school the following day.

We must also insist that all children are booked into the clubs and we will be making a charge for those people who fail to do this. The charge will be added to your Parent Pay account and will be an amount £5 each time the booking is not received by the deadline. This is a prevention strategy and not an attempt for school to make money.

The Breakfast and After School Club Policy has been revised to reflect this change, which will be taking effect as from Monday 1st April 2019.

Thank you for your continued support.

Mrs S McGrath

Headteacher