



Headteacher: Mrs Stav Stavrinou
Co-Head/Deputy: Mr Craig Winnard

Wednesday 10th May 2023

Dear Parents and Carers,

In an effort to further improve our safety, we want to inform you that we are making changes to the drop-off and pick-up arrangements from Breakfast Club and After School Club.

As from Monday 15th May 2023, children for the breakfast club will be dropped off under normal arrangements but parents must ensure that they sign their child into the club. A register will be available with a nominated adult who will be welcoming the children into the hall.

We also kindly ask that all parents and carers picking up their child from After school club, to come to the Breakfast Club entrance where the children will be signed out and picked up. We ask that you kindly refrain from picking your child up from Gate B as this makes it difficult to manage the flow of incoming and outgoing individuals. This way we ensure that all entrance and exit points are supervised by our adults at all times.

Thank you in advance for helping us to ensure the full safety for all our children.

Kind regards,

Mr Craig Winnard
Co-Head/ Deputy Head

Mrs Stav Stavrinou
Headteacher