



St Joseph's Catholic Primary School
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Head Teacher: Mrs L Ashton Chair of Governors: Clare Sutherland



12th October 2026

Dear Parents and Carers,

Breakfast Club and Teatime Club Bookings

I am writing to remind you of the importance of booking places for Breakfast Club and Teatime Club through Arbor. Advance bookings are essential in helping us plan our wraparound provision safely and effectively for all children.

Recently, we have had an increasing number of children arriving at Breakfast Club and Teatime Club without a booking. As we are required to meet statutory staff-to-child ratios, it is important that we know in advance how many children will be attending each session. This allows us to organise appropriate staffing and ensure that all children are safe, well supervised and able to enjoy their time in the provision.

We kindly ask that bookings are made through Arbor at least five days in advance, wherever possible. This helps us to plan staffing and resources appropriately.

We understand that emergencies and unexpected situations can arise, and we will always do our best to accommodate children where it is possible to do so. However, we ask that children are not dropped off without a confirmed booking and that they appear on the register before attending.

If you require any assistance with making bookings on Arbor, please do not hesitate to contact the school office. We will be happy to help.

Thank you for your understanding and cooperation. By booking places in advance, you are helping us to maintain a safe, well-organised and high-quality provision for all our children.

Your sincerely,

Mrs Ashton
Executive Headteacher