

Dear Parents,

We are delighted to see that our Breakfast Club is continuing to be so successful and that the girls are enjoying it so much.

Following on from Mr Sayers' email last week, I would like to remind all parents of the booking system that is now in place as we continue to have girls arriving who have not been booked in.

- Breakfast Club operates from 7.30am to 8.10am Monday to Friday. The buzzer will **not** be answered after 8.10am.
- All children **MUST** be booked in to Breakfast Club by 4pm the day before (4pm Friday for a Monday booking).
- All children **MUST** be brought into the Dining Room by a parent or carer. Girls are not allowed to enter Breakfast Club unaccompanied.
- If you need an emergency booking on the morning please call 07768 642157 at 7.30am. Mrs Matthews will let you know if there is a space for your child.
- If you have not booked in, or contacted Mrs Matthews as above, girls will not be admitted.
- If your daughter has a music lesson or group at 8.15am she **MUST** be booked into Breakfast Club **AND** be in school by 8.10 (please follow to booking procedure above). You should take her to the Dining Room. Her music teacher will collect her from there.
- If you have large musical instruments please take them to the music department with your daughter.

We are happy to take regular bookings if you know your daughter will need to attend on set days. Please do notify us if these change so we can offer the place to another child.

We appreciate that this is a change for parents but this is a necessary measure to ensure staffing levels are sufficient for safety purposes and to meet our Safeguarding responsibilities.

Thank you for your cooperation. If you have any queries please do not hesitate to contact me.

Kind regards

Miss Freeman