

26/02/2024

Dear Parents/ Carers,

We would like to remind you of the following which will take effect as of tomorrow.



### **Breakfast Club**

Breakfast club opens at 8am to 8:20am. All children MUST be booked into breakfast club via the school app and these sessions paid for in advance. School Gateway enables you to book your child on the day's session up to 7:45am, after this time the booking is closed.

Any children not booked into breakfast club will unfortunately not be able to attend as the booking system ensures that we have the correct ratio of staff to children which is a safeguarding requirement.

If you are having trouble with the school app, please speak to a member of the office team who will assist you.

### **Gates**

The nursery gate opens at 8:30am by a member of school staff. This gate will not be opened before this time. Please remember that the Nursery gate should be used when collecting from the morning session and at drop off for the afternoon session.

The main gate is opened at 8:45am by a member of school staff and will also not be opened before this time.

All children should be accompanied by an adult when arriving at school and should never be left unattended on the playground until they have been handed over to a member of school staff.

### **Nursery Sessions**

Nursery sessions must also be booked and paid for advance of the session via the school app. This again is also for ratio purposes to safeguard the children by ensuring the correct pupil to adult ratio. If your child is not booked in, they will be refused entry.

Thank you for your continued support.

Yours sincerely,

Mrs Catherine Sergeant.  
Headteacher

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