



Head: Mrs Jennifer Roberts
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Change of Drop-Off and Pick-Up Procedures for Breakfast and After-School Club

Friday 25th October 2024

Dear Parents and Guardians,

I hope this letter finds you well. I am writing to inform you of an important change regarding the drop-off and pick-up procedures for our Breakfast and After-School Club from after half-term.

Effective from Monday, 4th November, all children attending the Breakfast and After-School Club will need to be dropped off and picked up from the Key Stage 1 (KS1) entrance of the school.

This adjustment is being implemented as a result of our Nursery expansion to accommodate children of two years and above. As a result, from Monday, 4th November, our new Nursery provision will be situated on the site of our current Breakfast and After-School Club. The Breakfast and After-School Club will be housed where the Nursery has vacated. This enables our wraparound care to have immediate access to the Dance and Drama Studio, the outside area of Early Years, the playground and the current Nursery classroom.

Therefore, upon your arrival for drop-off or pick-up from Monday, 4th November, we kindly ask that you ring the bell located by the KS1 entrance or call this number **07749 604955** to gain attention and access. Our staff will be on hand to ensure a smooth transition for your child into and out of the club facility. We appreciate your cooperation in familiarising yourself with this new procedure and we hope to minimise any disruption or inconvenience that this may cause during the new transition.

Thank you for your continued support and understanding as we strive to ensure the safety and well-being of our pupils and grow our school offer further. Should you have any questions or require further clarification, please do not hesitate to contact the school office.

Yours sincerely,

Mrs N Bache
Assistant Headteacher

