

7<sup>th</sup> November 2013

Dear Parents/Guardians

With the support of the Catering Department we have been able to arrange setting up the breakfast club with effect from Monday 11<sup>th</sup> November.

- Breakfast provision will be from 8am.
- No children are to be left before this time.
- All children must enter the school from the hall door at the rear of the school.
- All children must be registered on arrival.
- No children will be admitted after 8.30am for breakfast.
- The breakfast session will finish at 8.45am when the children will be allowed on the school yard.
- The breakfast is free to everyone.
- A nominal charge of £5 per child per half term (approximately 16p per day), payable in advance, is required for resources such as paper, crayons, puzzle books, games etc.

**Please note any child who misbehaves and refuses to obey the rules will not be allowed to attend the breakfast club.**

Yours sincerely  
**Mr G Vaughan**  
**Headteacher**