



Friday 27th February, 2026

Dear Breakfast Club families,

Re: Breakfast Club Arrival Update

I am writing to share some updates regarding our **8.30am Breakfast Club** arrival procedures.

It has been wonderful to see so many families signing up for the club recently. However, as our numbers have grown, the main office area has become increasingly crowded in the mornings. To ensure a safe, calm, and efficient start to the day for both our children and staff, we are implementing a new entry process effective **Monday 2nd March**.

Going forward, we ask that all families adhere to the following routine:

- **Main Gate Entry:** Please bring your children through the **main playground gate at 8:30 am**.
- **Timing:** This gate will remain open for Breakfast Club attendees until **8:35 am**.
- **Late Arrivals:** If you arrive after 8:35 am, please use the main office entrance as usual.

To ensure the safety of all pupils, please remember that children must not be left unsupervised before the Breakfast Club begins.

Please wait with your children until the gates open at 8:30 am. Members of staff are not on duty until this time, and we want to ensure every child is safe and accounted for before they enter the building.

Thank you for your continued support and for helping us make our morning transition smoother for everyone. We look forward to seeing your children for a great start to their school day! Any questions about these arrangements, please phone the school office.

Warm regards,

A handwritten signature in black ink that reads 'MTrahair'.

Matt Trahair
Headteacher