



Dashwood Banbury Academy

an Aspirations Academy

Growing together; succeeding together

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23 September 2022

Breakfast Club

Dear Parents and Carers,

I am writing to inform you that we are changing some of our systems to our breakfast club provision. In order to ensure that our breakfast club provision is an effective and safe environment for our pupils, we are capping the number of children who can attend each morning. Therefore, from now on, we will require you to do the following:

- Contact the office to **book a place at breakfast club** so we know who we are expecting each morning. **You are no longer allowed to just turn up on the day.**

If you have already booked a place then you **do not** need to contact us.

- Ensure that your child/ren arrive between 8-8.20am if they would like to have breakfast. Breakfast will not be served after 8.20am.
- Sign your child/ren in at the door if they are in Reception to year 5.

I must reiterate that if your child is in year's reception to year 5, **you must sign the children in** and not let them come down the pathway on their own. Pupils **must** come with an adult who will sign them in. This system is for safeguarding reasons as, because you have booked a place, we will be expecting them and need to know they have arrived safely. We also ask that the children arrive before 8.30am if they would like to attend breakfast club and not after this time so we can organise the children ready for the start of the day.

A reminder that our school rules of: Ready, Respectful, Safe apply to breakfast club as well and children are expected to follow this at all times.

Please ensure you contact the office if you have any questions.

Thank you for your co-operation.

Yours sincerely

Sarah Gordon-Weeks
Acting Principal



Talk for Writing



