

4 March 2024

Dear Parents/Carers,

It is wonderful to see how The Brook, our breakfast and after school club, has been growing in popularity since it opened in September 2022. To this end, in order for us to ensure we can provide the correct staffing ratios for your children, could we please request that you do not send your child without having informed us beforehand.

From this week, for after school club, you will not be able to book in using the system after 2.00pm that day. If you urgently require a space, please phone the office so that we can review our staffing figures in plenty of time. For breakfast club, it would be helpful if you could call the club's mobile number to let them know if you need a space last minute for that morning

Please can we remind parents about our opening times:

- Breakfast club starts at **7:30am**. Although our staff are there from 7:15am, this is to allow them time to set-up for the morning session.
- After-school club finishes at **5:45pm**.

We understand that there are times where the unexpected happens e.g. poor traffic, and you may be later than expected. In these situations, please phone the club mobile (07508943412) to let the team know. However, over the last few weeks, we have had a number of occasions where children have been picked up late. This then means that staff are having to stay later than their contracted hours and we are having to delay locking up the site.

Therefore, if a child is repeatedly picked up late or there has been no communication regarding the circumstances surrounding the lateness, a fine of £25 will be imposed. This will cover the costs of having to keep the club open after hours.

Thank you for your understanding,

Yours sincerely,



Ingrid Dowse
Head of School