

Uplands Junior School

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Head Teacher: Mrs S Webster-Smith



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Dear Parent/Carer

To make the service we offer effective and efficient our procedures for Breakfast and After School Club arrangements are as follows:

We ask parents that they follow the rules set out below to ensure your child/children are safe and looked after at the end of the school day.

- School requires a 24 hour notice period to book your child/children into Breakfast or After School Club.
- It is the parent's responsibility to inform your child/children on the day that they are attending Breakfast or After School Club.
- In the event of a genuine emergency your child/children can only be offered a place in after school club on that day.
- To alleviate pressure on the School Office Team any messages that are to be passed on to children will need to be phoned into school no later than 2PM. **Clearly stating their FULL name and class.**
- The School Office Team will not be held responsible for relaying messages to children after 2PM.
- Please do not park on the school car park when dropping off or collecting your child/children from either Breakfast or After School Club as the car park is for staff only.

We sincerely hope you will adhere to the above rules to allow both clubs to run smoothly and provide good quality care for your children.

Thank you for your understanding in this matter.

Yours sincerely

Mrs Webster-Smith
Headteacher



Healthy School