



December 2024

Dear Parents and Carers,

We would like to inform you that, moving forward, students who wish to attend the Breakfast Club will need to complete the attached reply slip and return this to their Head of Year. The new process will help us to manage attendance and ensure we have adequate resources for all students. Breakfast club will start at 8.00am, students will need to meet staff at site A external doors and they will then be escorted to the canteen by staff.

The club will run until 8.20 am after which students will be dismissed to their tutor rooms. We expect students to behave appropriately and they are not allowed to use their phones at the club.

Please complete the attached reply slip with your child's details and return it by Thursday 19<sup>th</sup> December 9am to your child's Head of Year. Students who do not return the slip by this date unfortunately will not be able to attend, but we will ensure there is another opportunity for them to apply at the start of January.

If you have any questions or require further assistance please feel free to contact your child's Head of Year.

Yours sincerely,

Nicola Hartshorne  
Deputy Headteacher

**Breakfast club Reply Slip – please complete and return to your child’s Head of Year**

Student name.....

Tutor group.....

I would like my child to attend Breakfast Club on the following days (please tick the relevant boxes)

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday

I understand that my child must adhere to the behaviour expectations at all times and that if they do not, there place maybe withdrawn

Signature.....

Please print name.....

I agree to behave appropriately whilst in the club and follow staff instruction.

Student signature.....

Date.....