



# MEDINA PRIMARY SCHOOL

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Headteacher: Mr H Payne BEd  
Deputy Headteacher: Ms R Hammerton

Friday 21<sup>st</sup> April 2023

Dear Parent/Carer

## Breakfast Club – Reminders

Unfortunately we are increasingly finding that parents/children are not adhering to our Breakfast Club procedures, therefore I am writing to remind all parents of the processes.

- Booking for Breakfast Club must be made online (via ScoPay). Places can be booked, in advance, to the end of the academic year
- All parents *must* escort their child to the Art Block, where a member of Breakfast Club staff will sign your child in
- Children must arrive between 8am and 8.10am. If your child is going to be late, please contact the school office
- If you do not require the space, please cancel it, online via ScoPay, as soon as possible. Places can be cancelled, at no charge to yourself, up to midnight the day before. By cancelling the place in advance this could allow another child to access Breakfast Club.

Regrettably, if we find that your child regularly books, but does not use, Breakfast Club, we may have no alternative but to withdraw their option to attend. We do not want to do this, however as I am sure you can appreciate it is not fair on other children that are unable to attend due to lack of availability.

It is an expectation that behaviour at Breakfast Club is as it should be for the rest of the school day. If a child's behaviour is unacceptable, parents will be informed and if it continues to be poor then he/she may be asked to refrain from attending Breakfast Club.

It is absolutely vital that all children adhere to the Breakfast Club rules to ensure the safety of all and so that Breakfast Club can continue to operate.

If you have any questions regarding Breakfast Club please email the address at the top of this letter.

Yours sincerely

H J Payne  
Headteacher

