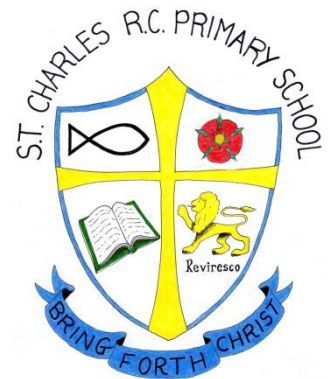


# ST CHARLES' RC PRIMARY SCHOOL

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<http://st-charles.lancs.sch.uk/>  
Head teacher: Mrs V Baker BA (Hons) ALCM PGCE



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07 October 2016

Dear Parent/ Guardian

## Breakfast Club

Since the beginning of this term, there has been a significant increase in the number of children coming to Breakfast Club.

In order to keep all children safe and looked after, we have reviewed our procedures and will make the following changes from Monday 7 November 2016:

- All places will have to be paid for as additional members of staff are required in order to run the breakfast club with the current numbers of children.
- All children must be booked into breakfast club a week in advance - no later than Friday for the following week to be guaranteed a place, then staffing can be organised.
- The cost will remain at £1.80 per day or £9 for a full week. This must be paid on the Monday morning, or the first attendance morning of the week if this is not a Monday, to reduce administration time for the staff.

We are bringing in these changes to safeguard the care of your children.

If you have any queries, please contact the school office or write to the headteacher.

Yours sincerely

Mrs Vivien Baker  
Head Teacher

