



# Knutton St Mary's C of E Academy

Church Lane  
Knutton  
Newcastle-under-Lyme  
Staffordshire  
ST5 6EB

Tel: 01782 568680

[office@knuttonstmarys-primary.staffs.sch.uk](mailto:office@knuttonstmarys-primary.staffs.sch.uk)

Principal Mrs Anna Weaver MA B.Ed NPQH

12<sup>th</sup> October 2017

Dear Parent/Carer.

## **Breakfast Club.**

Can we please remind parents that **Breakfast club opens at 8.10 a.m.** every morning, when staff are available to meet and greet the children. It is important that you make sure that you hand your child over to the Breakfast club staff to ensure that they are safe and registered.

Some children are being dropped off early and left in the reception area of the school on their own. We are concerned about the children's safety as we are not deemed to be responsible for any children until they have been physically handed over to a member of the breakfast club team, therefore children **MUST** not be dropped off before **8.10 a.m.**

Early in the morning, there can be a number of people on the school site who are delivering goods to the school or to the kitchen and we do not always know who they are. Staff who arrive early are normally in their classrooms, but are not actually here to supervise the children. Teaching staff are only responsible for the children once the **8.50 a.m. start of the school day bell** has rung and staff will meet the children on the playground and escort them into school.

We are as a school reviewing our procedures for parents registering their child on a daily basis for the Breakfast club and may review the access to the club once the building work is completed.

We would like to thank you for your continued support.

Yours sincerely

Mrs A Weaver  
Principal





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