



Growing and Blossoming
"Aspiration, Inclusion, Happiness"

Crossley Hall Primary School

Tuesday 25th March 2025

Changes to Breakfast Club Procedures

Dear Parents and Carers,

I hope this message finds you well. As part of our ongoing efforts to improve the safety and services we provide, I am writing to inform you of some important changes to our Breakfast Club procedures. These changes are effective immediately and we kindly ask for your cooperation to ensure a smooth transition.

New Procedures:

- **Booking Requirement on Arbor:**

It is now mandatory for all children attending Breakfast Club to be booked in advance through Arbor. This helps us manage resources effectively and ensure that we can accommodate children safely. **If you do not have a place booked, your child will not be able to attend.**

- **Entry Through Main Office:**

All children attending the Breakfast Club must now enter through the main office. All side gates will remain locked until 8.20am. This measure is to ensure the safety and security of all pupils.

- **Signing In Requirement:**

Parents or carers **must** sign their children in upon arrival in the Main office. This step is crucial for us to maintain accurate attendance records and to ensure the wellbeing of your child.

- **Payment Policy:**

Payments for the Breakfast Club must either be at nil balance or in credit. This ensures that we can continue providing quality services. Please check your account on ParentPay.

At present we have a number of families that owe a substantial amount of money to school. Please check your account and ensure your payments are fully up to date. If you require any

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Deputy Headteacher: Mrs T Bramley



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further support please contact the school office. Substantial debt will result in your child not being able to attend Breakfast Club.

We appreciate your support and understanding as we implement these changes to enhance the safety and efficiency of our Breakfast Club. Your cooperation is vital to ensure that we provide the best possible environment for your children.

Thank you for your continued support.

Warm Regards,

A handwritten signature in black ink, appearing to read 'E Monnery'.

Mrs E Monnery

Headteacher



