

**Wix Primary, Wix's Lane, Clapham Common North Side, London SW4 OAJ**

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Executive Headteacher: John Grove Acting Headteacher: Rebecca Osuntokun

30<sup>th</sup> September 2016

Dear Parents and Carers,

### **Breakfast Club – important change in provision**

We have been monitoring this parent-friendly provision this term. Whilst our staff:pupil ratios are within the statutory guidelines, these are set at an absolute minimum and it is our responsibility to ensure the safety of the children above every other consideration.

To this end, we will be making two changes with immediate effect. We will be increasing our staff numbers and *we will no longer be providing the drop-in provision*. This is to ensure certainty on safe staff:pupil ratios each and every day.

For parents who have already paid, there will be no change at all. If, however, you would like to use Breakfast Club in the future, you will need to contact the English Reception the week before at the very latest to check availability on the day(s) requested. You will also need to pay at the English Reception at least a week in advance, which can be in cash or by cheque. Proof of payment will be by receipt.

Finally, please ensure that you walk your child all the way to the Canteen in the mornings and hand them in to the care of a member of staff. Staff cannot be responsible for any accident which may occur to a child on the way to the Canteen. Children who are sent to the Canteen unaccompanied may lose their right to a Breakfast Club place.

Yours sincerely,

Rebecca Osuntokun  
Acting Head Teacher



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