

September 2026

Dear Parents/Carers

REMINDER REGARDING BREAKFAST CLUB PROCEDURES

We are writing to remind parents of the procedures for accessing our Breakfast Club provision, following the communication previously sent to the whole school community.

As outlined previously:

- New attendees can register themselves and pay on Arbor using instructions on our website under Parents & Carers/ Clubs and Activities/Breakfast Club or by accessing the following link : [Vaughan Primary School – Breakfast Club](#)
- All Breakfast Club sessions must be booked and paid for in advance, no later than midnight on the evening before attendance.
- Children must be brought to the Breakfast Club entrance by an adult and wait to be registered
- Children whose names do not appear on the register as booked and paid will not be admitted and alternative arrangements will need to be made.

We would like to reiterate that Breakfast Club staff are only able to admit children whose names appear on the authorised Breakfast Club register. Staff are unable to make changes to bookings, process payments, or resolve issues relating to the school booking system at the point of entry.

If you experience any difficulties with the booking or payment system, or have concerns regarding your child's registration, these matters should be directed to the school office from 8.00am onwards. Breakfast Club staff do not have access to the systems or facilities required to address these issues.

We also remind parents that all members of staff have the right to work in a safe and respectful environment. While we appreciate that situations can occasionally be frustrating, any aggressive, confrontational, or inappropriate behaviour towards staff will not be tolerated and will be challenged by members of the School Leadership Team. We ask all parents and carers to work with us in maintaining a positive and respectful atmosphere for the benefit of our children and wider school community.

Thank you for your cooperation and understanding.

Yours sincerely

MRS KAREN JONES
Headteacher