

Dear Parent/Carers,  
  
As we have now entered the summer term after school clubs, we would like to remind you of key information and procedures regarding attendance and collection of your child.  
  
If your child is unable to attend a club, please ensure the club leader is informed by calling reception before the end of the day. When collecting at the end of the club, please ensure arrangements have been made with your child as to the location of pick up. Please remind your child, if they cannot see you at the end of the club they must speak to an adult on the gate or return to reception immediately where you will be contacted.  
  
Any questions please do not hesitate to contact reception.

Thank you.