

20 August 2020

Dear Parent/Carer

Breakfast Club Place Confirmation

I am happy to inform you that your child has been allocated a place in the Castleview Breakfast Club with effect from Monday 24 August 2020. The Breakfast club is open to Castleview children from 07:45am to 08:30am. In order for children to gain the most benefit from the Breakfast club we would ask that they arrive for the club **no later** than 08:00am. Parents will be contacted if their child has not arrived by this time. There is no charge currently for the club but please note that this charge is dependent on funding for the project.

Under the current restrictions due to COVID-19 the provision we are offering has been scaled down as we will not be able to provide the full range of breakfast normally on offer. Your child will have access to cereals, bagels, (with lowfat spread), fruit and a drink. We normally encourage pupils to serve themselves but this will not be possible so please let your child know. As with attendance at school if your child or any member of your family is showing signs of COVID-19 please do not send them, or siblings, to the breakfast club or to school, and contact the school to inform us.

The Breakfast Club has rules, devised jointly between the pupils and staff that follow the same principles as those already in school. Please be aware that will be expected to behave in the same manner in the Breakfast club as they would in any other area of the school. Attendance at the club is dependent on exemplary behaviour and any child who does not comply with the rules of the Breakfast Club will be removed from the club and may possibly forfeit their place in the club. Attendance is expected at the Breakfast club and to ensure their safety we would ask that if they will not be attending that you contact the school before 07.30am and leave a message on our absence line.

As demand is very high for a place we must stress to parents/carers that should their child not attend the club for 2 weeks in a row, without a valid reason, then they will be removed from the club and their place will be offered to another child on our waiting list.

I am sure your child will enjoy attending our Breakfast club and we look forward to seeing them. Please complete and sign the tear off slip below and hand it into the office as soon as possible. If you have any queries please do not hesitate to contact me on the number above or on my email address at karen.meikle@castleview.edin.sch.uk

Yours faithfully

Karen Meikle

Karen Meikle
Business Manager
