



Gisburn Road
Community Primary School
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23rd June 2025

IMPORTANT – Before & After School Club

Dear Parents and Carers,

BOOKINGS

Unfortunately, we are continuing to experience issues with pupils not being booked into the breakfast and after school club in the correct way. In order for this provision to be **viable and safe**, we **MUST** have accurate registers that fall within safe capacity for staffing and room size.

We have sent a number of communications in recent weeks requesting that parents book children into clubs, however, we are still struggling with children turning up for both clubs who are not on the register. This poses a serious concern if children arrive at school for Breakfast club, dropped off and unaccompanied, and our adult to child ratios are not correct.

If you are not booked into the club, in advance and on the register, **you will be turned away or phoned to collect your child. Any pick up delays will still be charged for.**

In the event of emergencies, any on the day bookings will only be taken by Mrs Barwell in the school office. Please call to check there is space and to avoid disappointment of being turned away. This will then be added to your ParentPay account and **MUST** be paid the same day.

Thank you for your co-operation, our aim is to keep all of your children safe and happy.

Warmest Wishes,

Mrs Nicola Walker
Co-Headteacher

Mrs Laura Toor
Co-Headteacher

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