

**Educational Services**

**Director: Douglas Hutchison**

**Head Teacher: Jane Houston**

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Our Ref:  
Date: 20/8/15  
If phoning or calling ask for

Your Ref:



**Breakfast Club.**

I will be sending out a bulletin tomorrow as we complete our first week and have our routines established. Apologies for the changes to procedures for arriving and leaving school but with building work it has been our job to risk assess the school every morning as things progress. Now we are back and communication is up and running we will be able to let you know of any changes. We appreciate your patience in this matter.

One aspect of school life that we do need to address is Breakfast Club. Due to the high volume of new staff and reduced management team Mrs MacKenzie and myself are needed in the mornings to meet with staff and parents and are not going to be available to cover this. We carried out an audit at the end of last term and 47 parents wish the service to remain and the average amount suggested each session was £2. We are looking for volunteers to fill the morning sessions for a short period until we have a more sustainable set up.

We have had 2 ladies helping us out over the last few years coming in a morning a week every week and to them we are most grateful and hope they can take a well earned rest and other volunteers may now step forward for a short period. The Fundraiser group are looking to take this on as another part of their role in the school and we are working with them to get things resolved as we would hate to lose this service which was averaging 35 children each morning.

Please let us know if you can help in anyway.

Many thanks for your assistance in this matter.

Mrs Jane Houston  
Head Teacher.

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**Breakfast Club**

I would be able to help at Breakfast club for a short period of time and would be available on a  
..... Morning.

Print Name.....

Pupil/s.....