



Olveston CEVC Primary School

'Rooted in Love'



Your roots will grow down into God's love and keep you strong.' Ephesians 3:17



Executive Head Teacher: Amanda Luke

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Thursday 17th November 2022

Dear Parents

Due to an increase in demand for both breakfast and after school club, we have been reviewing our policies and procedures.

As a result we want to bring the following to your attention:

- Breakfast club – all parents must bring their child into breakfast club and sign them in. Children **MUST NOT** be dropped at the gate.
- Children are provided with a healthy snack on arrival at after school club. Those children who are not picked up until later are offered fruit or one piece of toast if they are hungry after 5pm. Please let us know if your child is not having a meal at home in the evening.
- If you are running late and not going to arrive to pick your child up by 6pm you **MUST** contact OWLs.
- When collecting your child please ring the bell on the main OWLs door and wait for a member of staff to come to the door. They will collect your child for you while you sign them out.
- If someone who is not on your collecting list is going to collect your child, you must make sure they know your password. The school should be informed by email, or ring OWLs directly if it is a last minute change. We will not release your child unless we have been given the name and they have the password.

OWLs contact number

07503143223

(during OWLs sessions only)

Attached to this letter is a 'child information sheet' that we would ask you to complete and return to the school office by **Friday 25th November**.

With kind regards

Mrs A Luke

Executive Head Teacher

