



Kelvin Grove Primary School

Kelvin Grove, Sydenham, London SE26 6BB

Tel: 020 8699 6300

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@KG_Sydenham

Dear Parents and Carers,

Re: Breakfast club and After school club arrangements

If you have been offered a place in breakfast or after school club the main school policies and procedures apply, and you will need to be aware of the following arrangements:

Breakfast club:

- Children to be dropped off between 7.45am and 8am to the reception playground (via the top gate) where a staff member will be waiting for them – it is really important that you are on time
- Children should not bring in any of their own food
- Breakfast club charges must be paid in advance or you will lose your place
- There will no ad-hoc arrangements.

After school club

- When you collect your child, please ring the school buzzer and wait outside the school. Helen Heavey will ring Club Xtra for your child. A member of staff will bring your child to you outside the school. Helen Heavey will sign them out and record your name and the time.
- Please do not be late to collect your child
- Children should not bring in any of their own food
- After school club charges must be paid in advance or you will lose your place
- There will no ad-hoc arrangements.

If you need to speak to a member of staff, please use their emails below:

Club Xtra, Dean Morrison: dmorrison@kelvingrove.lewisham.sch.uk

Breakfast Club, Sarah Freeman: sfreeman@kelvingrove.lewisham.sch.uk

Payments, Louise Watson: lwatson@kelvingrove.lewisham.sch.uk

Yours sincerely

Ian Hyde
Headteacher