



Head Teacher: **Helen Taylor B.Ed Hons**

Tel: 0115 917 9881

Email: [office@totonbanksroad.notts.sch.uk](mailto:office@totonbanksroad.notts.sch.uk)

Email: [head@totonbanksroad.notts.sch.uk](mailto:head@totonbanksroad.notts.sch.uk)

12<sup>th</sup> March 2026

Dear Parents and Carers,

### **Breakfast Club drop-off arrangements**

In line with our recent change to the collection arrangements for After School Club, we will also be making a small change to our arrangements for parents when dropping-off children at Breakfast Club. These changes will take effect from Monday 16<sup>th</sup> March.

In order to improve and strengthen our safeguarding arrangements in School, we will no longer be allowing parents to come into the hall to drop-off your child. Instead, we will be asking you to say goodbye to your child in the foyer.

We thank you in advance for your understanding and assistance in managing this change.

Please book your child into Breakfast Club on the School Gateway App. This means that their name will be on the register of children we are expecting. We will still be able to accept children who have not booked in advance, but it is preferable for advanced bookings to be made if possible. Thank you.

Kind regards

Helen Taylor  
Head Teacher