



MOUNT PRIMARY SCHOOL

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9th December 2019

Ref: KM/KY

Dear Parent/Carer,

Re: Lighthouse Club Reminders

Maintaining the safety of your children is paramount to the Lighthouse Club. The following measures are in place to protect and safeguard your children and we would be grateful for your help and cooperation in these matters.

School Premises

We would kindly ask that all parents/carers remain within the Community Room/cloakroom area when collecting children from After School Club and do not walk down corridors or enter classrooms. Lost property is located in the school foyer and can be accessed via the external reception doors.

Embankment

The embankment outside the Community Room is steep and can be very slippery. Please ensure children keep to the path and do not walk on the grass slopes when leaving After School Club.

Perimeter Gate

Please do not allow children to climb and swing on the metal gate entrance to After School Club. This is extremely important to ensure the children's safety and to prevent damage to the security gate.

Please also be reminded of the following.

Accounts

With the exception of delays with voucher payments, payment of Lighthouse Club fees must be in line with the policy. Accounts should remain in credit and must not accumulate arrears.

The Lighthouse Club is self-funding and relies on prompt and regular payment from families using the clubs services in order to provide a continued service to all. Please ensure all Breakfast and After School Club fees are paid in full by Friday 20th December 2019. We cannot guarantee a place at the club if your account is in arrears.

Late Collection

Children attending After School Club must be collected by 5.55pm in order to avoid late charges being applied to your account. Repeated late collection may jeopardise your place at the club.

Parking

Please be reminded that the school car park is predominantly for staff use. We are happy for it to be used for drop offs and collection for Lighthouse Club as long as it is used safely and with courtesy.

Please use drop off bays where possible and do not block cars in. Please also ensure you drive slowly round the bend as it is difficult to see oncoming traffic. Pedestrians must stick to the marked pedestrian routes.

Please do not hesitate to contact me if you wish to discuss any of these matters further.

Kind regards,
Kim Murphy
Lighthouse Club Manager