Tuesday 17th March 2020

Dear Parents/Carers

**Breakfast & After School Club**

Heathrow Primary School is making every effort to keep all parents and carers up to date with any information as and when received from Public Health England (PHE) and the Department for Education (DFE). You can find all communication on the school website and MySchoolApp.

All of the procedures we have put in place to combat the spread of the virus will also apply to children who attend our breakfast and after school clubs. For breakfast club, parents are required to drop their children off at the entrance to the main hall where they can be signed-in. For after school club, parents are required to call 07835 774 668 once at the main office doors. I would ask that you call only once you have reached the doors and not when you have reached the car park.

Whilst we are taking a proactive approach to keeping both the breakfast and after school clubs open, there may come a time where we will have to make a decision to close both facilities. As you all know, the purchase of food items is becoming increasingly more difficult. For the time being we will run as normal but should the step be taken to close you will be given notice in advance. In light of this and dependant on food supplies, the school may on some days have to deviate away from the menu but we can assure you that all children will be catered for taking in to account allergies and dietary requirements.

We understand the inconvenience this may cause and as mentioned, we will be working hard to keep the service running for as long as we can.

Should you have any queries, please do not hesitate to contact me.

Yours sincerely,

C Bhandari

Ms Chanda Bhandari
School Business Manager

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