



Fair Field Junior School

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Headteacher: Mrs Leggett

Assistant Head of School: Mrs O'Sullivan

Friday 4th April 2025

Changes to drop off and pick up arrangements for The Zone

Dear Parents and Carers,

I am writing to inform you of some important changes to the pick-up and drop-off procedures for The Zone After School Club and Breakfast Club, which will take effect from the first day back after the Easter break. These updates are intended to improve the safety and efficiency of our drop-off and pick-up process.

Morning Drop-Off:

From now on, all children attending The Zone Breakfast Club in the morning must be brought directly to the club by their parents or guardians. Parents will now need to sign in their children when they arrive at the Zone room.

After-School Pick-Up:

After school, all pick-ups will be via the wooden side gate on the lower playground, which will now be locked for security purposes. A bell has been installed at the gate, and we kindly ask that you ring the bell to alert staff when you arrive. Please ensure that you arrive promptly at your designated pick-up time. A reminder the session time for the Zone are Full session 15:10 to 17:30, Session 1 15:10 to 16:15 and Session 2 is 16:15 to 17:30.

Late Pick-Up Fee:

Any late pick-ups will now incur a fine of £10. More than 3 late fines in a half term could result in your not being able to use the after school service. We ask for your cooperation in adhering to the scheduled pick-up times to avoid this charge.

Club Dismissal:

The children attending other clubs will leave via the back gate as the side wooden gate on the lower playground will be locked from 3.20.

We offer a soft start in the morning from 8:30 – 8:50. Children should not be dropped off before 8:30 as there are no staff to supervise. Children who arrive before this time will be sent to breakfast club and parents / carers will be charged for the session.

We understand that these changes may require some adjustment, but they are being made with the safety and well-being of the children in mind. If you have any questions or concerns, please do not hesitate to contact us.

Thank you for your understanding and continued support.

Best regards,

Yours sincerely,

Mrs Leggett
Headteacher