



Aughton Town Green Primary School

Only my best is good enough for me"

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29/01/2025

Dear Parent,

Early Bird Club drop off routines

I just wanted to clarify the Early Bird Club drop off routines so that we can keep all of our children safe.

As you know, we will accept children from 7.50am each week day. When dropping your child off at the Early Bird Club, it is imperative that a parent or responsible adult brings the child to the entrance door and presses our buzzer telecom system.

The parent or responsible adult must wait with the child until the mag lock door is released. This will only happen when staff from the club have recognised whomever is at the door. Only once the door is released and the child/children enter the school should the parent or responsible adult leave.

This is particularly important for children who have not booked a place in advance of that morning. However, if we do have any queries at all about a child attending in the morning or we can not recognise who is about to enter, a member of staff will open the entrance door to confirm attendance.

Most importantly, the parent or responsible adult must stay with the child until they are safely in school.

Yours sincerely,

Mr N Huxley
Headteacher

