



**Headteacher: Mrs A Brett-Harris**  
**Deputy Headteacher: Mrs L Haggett**

@HendreInfants

[www.hendreinfantschool.co.uk](http://www.hendreinfantschool.co.uk)

St Cenydd Road  
Trecenydd  
Caerphilly CF83 2RP  
Tel: (029) 20 852 519

Friday 14<sup>th</sup> September

Dear Mums & Dads, Carers

It has been brought to my attention today that there was an incident at breakfast club and many parents are concerned about their child's safety when dropping the children off.

Can I assure you that I am taking this incident very seriously and following the incident I have met with all staff and completed a full investigation as to how it could have happened. I have reported the incident to the authority and Caerphilly Catering and I have put new systems in place to prevent this happening again.

However to ensure all children coming into breakfast club are kept safe I need to ask for your support in achieving this. From Monday Mrs White will sign each child in and let them into the hall, where they line up ready to have their breakfast with Mrs Hackney. If you are bringing your child to breakfast club they need to be at the school by 8.30 in order for them to have a breakfast. Parents will be asked to queue in an orderly fashion in order for their child to be safely passed into the hall. We will be keeping the automatic door off so you will have to pull open the door to the foyer to gain access. I realise that there is no quick way to manage the dropping off of the children, but it is my aim to ensure this procedure guarantees their safety when in the school.

Breakfast club is run by Caerphilly catering through the local authority and I have requested they employ additional staff for our site. They are currently trying to arrange this. I hope this goes some way in allaying any concerns you may have. If there is anything further you would like to discuss please make an appointment to meet me.

Kindest Regards,

*A J Brett-Harris*

Andrea Brett-Harris  
Headteacher

