**KNIGHTWOOD KIDS CLUB**

 **Ofsted Registration Number 110551**

 **Charity Number 1081786**

 **Kids Club Network 4734**

 **c/o Knightwood Primary School, Bellflower Way,**

 **Chandlers Ford, Hampshire, SO53 4QH**

**Dear Parents**

**Review of Safety Policy**

**We are in the process of reviewing our policies, and we would like to draw your attention to children not attending club on their normal sessions.**

**If your child is not attending the club on their usual day, or another person is going to be collecting them from us, can I please remind you to inform me, also if a child tells a member of staff that they are not coming for whatever reason, I need to have confirmation from yourself, I cannot accept a child telling me they are not coming, and I will expect them to come to the club, if they do not turn up I will need to contact you to confirm they are not attending.**

**This is to ensure the safety of your child/children. Should you have any questions, please do not hesitate to contact.**

**Thank you**

**Julie Kimber**

**Kids club Manager**