



Dear Parent/Carers,

## St. Mary's Breakfast Club

The St. Mary's Breakfast Club is an organisation set up to provide term-time out of school care for the children of St. Mary's CE Primary School. (Excluding Bank Holidays and School Inset Days).

St. Mary's CE Primary School is committed to safeguarding and promoting the welfare of children and expects all staff, parents, carers and volunteers to share this commitment.

Our team of Breakfast club staff aim to provide the highest possible standard of care in a safe and secure environment. Ensuring the safety and welfare of the children is our paramount concern.

The Breakfast Club operates between 7.45am – 8.45am daily. Children will be released from the club to join their class at the start of the school day.

Places will be allocated on a 'first come first served' basis and must be reserved in advance for each day required (min. 1 day's notice of attendance is required).

The cost is £3.50 per session for regularly attended pre-booked sessions, payable termly in advance, and £4.50 for occasional (ad hoc) sessions, payable on the day. (Payment will be required on days of absence.) An annual registration fee of £10 per pupil will be charged in your first termly invoice.

Payments should be made via the schools online payment system at [www.pay360educationpayments.com](http://www.pay360educationpayments.com)

In order to receive a place in the breakfast club from September 2022, could you please take time to read the terms and conditions and code of behaviour attached then complete the registration and medical forms and return with to the school office by the end of the the summer term.

Please note Reception children will not be able to start with Breakfast Club until their first full time day in school which will be Thursday 22<sup>nd</sup> September 2022.

Thank you for your continued support.

Yours sincerely  
Mrs Liz Baker  
School Business Manager



Please complete the Breakfast Club registration form to reserve your place for

September 2022

Child's name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Class \_\_\_\_\_

**Main contact**

Name:

Relationship:

Home Tel:

Mob: Work:

Email:

**Second contact**

Name:

Relationship:

Home Tel:

Mob: Work:

Email

*Please indicate which sessions you wish your child to attend by ticking the relevant boxes*

Full Week (Mon-Fri)

Monday

Wednesday

Friday

Tuesday

Thursday

Proposed start date.....

Proposed finish date (if Known).....

Ongoing until further notice

If sessions required varies on a weekly basis please give the office a breakdown of dates required.

DECLARATION I have read and agree to the terms and conditions and code of conduct.

Signed..... (parent/carer)

Date.....



Breakfast Club Medical Form

Child's Name \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Any medically diagnosed medical condition (e.g. Asthma, Diabetes, Epilepsy etc.)? Yes / No

Please specify

.....  
.....  
.....

Does your child suffer from any medically diagnosed ALLERGIES? Yes / No

Please specify

.....  
.....

Current Medication .....

If appropriate, please provide the Breakfast Club staff with a care plan.

Own G.P's Details:

Name.....

Surgery Name & Address.....

.....

Surgery Tel No .....

The Breakfast Club will provide a light breakfast (cereal, toast, yoghurt, fruit and a drink).

My child can eat a variety of foods

My child should not eat the following foods:

.....  
.....  
.....

Reason: Personal Choice / Religious Reasons / Allergy (\*please delete as appropriate)

Please keep us informed of any changes to the above information

Signature.....(parent/carer)

Date:.....

**St. Mary's Breakfast Club**  
**TERMS AND CONDITIONS**

Opening Times: Monday to Friday, Term Time 7.45a.m – 8.45a.m. (excluding Bank Holidays and INSET Days)

All pupils wishing to attend on a regular or occasional basis are requested to pay a registration fee of £10 which will be charged with the first termly invoice.

**Regular attendees**

To apply for a place at the Breakfast Club, parents should complete the Registration Forms and return them to the school office. Places will be allocated on a first come, first served basis, although priority will be given to children who have a sibling attending th.

A waiting list will be operated should Breakfast Club be oversubscribed. Parents will be notified when a place becomes available.

Regular attendees will be charged £3.50 per pupil, per session.

**Occasional attendees**

You can book to attend Breakfast Club on a 'ad-hoc basis'. You must have registered to use the club and have returned the necessary forms to the office.

We ask that you give us as much notice as possible but recognise that this is not always possible. We must know who will be attending the club the day before at an absolute minimum. You CANNOT arrive on the day and expect that there is space for your child.

Occasional attendees will be charged £4.50 per pupil, per session.

**On arrival**

Parents are asked to bring their children to the old school entrance between the staff room and year 3/4 classroom to the meeting room then leave their child with a member of Breakfast Club staff who will take them inside, register them and ensure that they are settled.

Children who require food at Breakfast Club must arrive by 8.15am.

Children will remain in the care of Breakfast Club staff until the school bell rings to mark the start of the school day. KS2 children will make their way to their classrooms with other members of their class and KS1 children will be led to their classrooms.

**Fees**

An annual registration fee of £10 will be charged to all parents wishing to use the club either regularly or on an occasional basis. Fees are payable termly and in advance and can be paid online at

[www.pay360educationpayments.com](http://www.pay360educationpayments.com).

Invoices will be sent at the beginning of each term. If there are problems with this method of payment then please contact Mrs Baker in the school office. Childcare vouchers are accepted, if you wish to use vouchers to pay for Breakfast club please see Mrs Baker in the school office who can ensure the school is registered

with your provider. Failure to pay fees in advance will result in the offer of a Breakfast club place being withdrawn.

Payment should be made via the schools online payment system at [www.pay360educationpayments.com](http://www.pay360educationpayments.com).

Payment will be required for days of absence. Refunds/exchange of days cannot be made.

Extra days on an 'ad-hoc basis' can be arranged subject to the club having spaces available.

Payment for extra sessions should be paid for in advance.

A notice period of one half term is required for the cancellation or alteration of arrangements, which result in a reduction of sessions required.

### **Safeguarding** **Pupil Safeguarding and Wellbeing**

St. Mary's CE Primary School is committed to safeguarding and promoting the wellbeing of children, young people and vulnerable people, and we expect the same commitment from all staff, parents and visitors.

All parents or other volunteers helping in school on a regular basis are required to complete a DBS check. All volunteers are required to read and sign a volunteer expectations statement and also read the school's child protection policy and the safeguarding statement.

All parents and volunteers must sign in (and out) at reception and wear a visitor badge.

Every member of staff at St. Mary's CE Primary School recognises that they have an individual responsibility for referring child protection concerns. Staff will follow procedures within in the School's Child Protection Policy and the Government's statutory guidance "Keeping Children Safe in Education."

Notifying parents:

The school will normally seek to discuss any concerns about a child with their parents. This must be handled sensitively and the Designated Safeguarding Lead or Deputy Safeguarding Lead will make contact with the parent in the event of a concern, suspicion or disclosure.

However, if the school believes that notifying parents could increase the risk to the child or exacerbate the problem, then advice will first be sought from children's social care.

Referral to Access, Response Team. The school's designated Safeguarding officer will make a referral to ART if it is believed that a child is suffering or is at risk of suffering significant harm. The child (subject to their age and understanding) and the parents will be told that a referral is being made, unless to do so would increase the risk to the child.

## CODE OF BEHAVIOUR

The Code of Behaviour for the Breakfast Club is simple and mirrors the high expectations within St. Mary's CE Primary School.

Within the school the whole ethos is based on individual development, self control, mutual respect and the development of self-esteem.

All the children will be made aware of this Code of Behaviour and it will be explained to them in such a way that is appropriate for their age group.

Everyone at Breakfast Club is expected to: -

- Behave appropriately at all times to ensure their own and other peoples safety, security and happiness.
- Respect everyone at the Breakfast Club and their right to be happy and safe.
- Listen to everyone at the Breakfast Club and respond appropriately to them.
- Look after and respect the resources that are used.
- Praise for good behaviour, working together and sharing, courtesy and kindness and helpfulness.
- Any child who behaves inappropriately will be reprimanded and will have the opportunity to talk about the issues relating to and resulting from their behaviour.
- If poor behaviour is serious and/or persistent, parent/ carers will be informed either verbally or in writing and asked to meet with staff.
- Ultimately, if poor behaviour continues, or there is a particularly serious problem adversely affecting the Health and Safety and happiness of themselves or others, then the offer of a place at Breakfast Club will be removed.