



St Benedict's Catholic School

Breakfast Club Policy

Date last reviewed	December 2018
Reviewed by	Governing Body
Date of next review	December 2020



Breakfast Club Policy

This policy forms part of the contract with the parents/carer and St. Benedict's Catholic Primary School.

The Breakfast Club operates a club for the parents / carers and children of St. Benedict's Catholic Primary School. We aim to provide support to working parents / carers by providing an affordable childcare facility with a healthy breakfast in a safe, supervised environment for pupils at the start of the school day.

Resources:

Breakfast Club has its own supply of craft resources, games and equipment. This is kept in the school hall and ICT Suite where the club takes place. All electrical equipment is PAT tested annually.

1 Opening Times

Monday to Friday 8am – 8.40am Term time only excluding INSET days.
Breakfast will be served until 8.25am

2 Bookings and Payment

Parents / carers must complete a registration form before their child/children can attend. These are available from either the school office or can be downloaded from our website. These will include a section to notify the school of any special dietary requirements.

All bookings **must** be made in advance via ParentMail to ensure that a register is maintained. This also assists in the management of numbers attending and staff provision.

2.1 Fees

The cost of the Breakfast Club with effect from 4th January 2019 will be as follows:

£3.50 to include the provision of a healthy breakfast.

Payment of fees is to be made by online payment via ParentMail. All places must be booked and paid for in advance, failure to do so will result in your child losing their place.

2.2 Cancellation/ Failure to attend once booked

To cancel a child's place at Breakfast club you must give 24 hours notice.



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3 Payment

As places will be booked and paid for in advance in order that staffing levels can be organised and food purchased, we will not be able to offer a refund if a child does not attend. This is also applicable for personal holidays and sickness. If the school cancels the club, a full refund will be given. The only possible cause for cancellation would be for school closure due to adverse weather conditions, problems with the building i.e. no heating or water supplies or unforeseen circumstance.

In the event of closure, the school website will be updated to inform all parents / carers. In addition the school will contact parents / carers via text message.

3.1 The Breakfast club reserve the right to refuse to allow your child to attend any sessions and take action as is deemed appropriate while any of the fees remain unpaid.

3.2 The school reserves the right to withdraw the Breakfast Club should there be insufficient demand in the future, but will provide one terms notice (6 weeks) of its intention

4 Arrival

Staff will be issued with a copy of the register for Breakfast Club the day before and will be aware of which children are due to attend that day. Children will meet in the Main School Hall where a member of staff will register them.

If a child is booked into the Club but does not attend registration, we will check the whereabouts of the child, staff will immediately inform the senior management and take the following steps:

- Contacts listed on the registration form will be contacted

Parents/carers must notify the Club if their child will be late or will not be attending Breakfast Club.

5 Safeguarding

The Breakfast Club follow the school's Safeguarding Policy, a copy of which is on the website. Gates will remain locked until 8.30am and access to the school is through the front entrance by pressing the gate buzzer. Parents/carers should go to Reception to drop off their child for Breakfast Club; children **MUST NOT** be "buzzed in" and left at the gate but should be accompanied to Reception.

6 Termination of the contract

The Breakfast Club reserves the right to terminate this contract immediately in the event of unsuitable behaviour or non-payment of fees.

7 Amendments

Half a terms notice will be given to any changes made to this policy.