



Burpham Primary School  
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Headteacher: Mrs Jo White BA Hons (QTS)

September 2018

### **Larks Breakfast Club Agreement and Registration Form**

The information below is to outline the service provided and the basis upon which a place at Larks Breakfast Club is offered and accepted.

#### **Venue:**

Larks Breakfast Club is located on the premises of Burpham Primary School.

#### **Staffing:**

Larks Breakfast Club staff are all members of staff at Burpham Primary School. The current capacity of the club is 15 children and there are always two members of staff on duty at any time.

#### **Opening hours:**

Larks Breakfast Club is open every morning during school term dates, with the exception of Inset days, from 7.45am.

If the school is closed due to emergency circumstances, for example, extreme weather conditions, the Breakfast Club will not operate. In such circumstances a credit will be given against the next payment for each session lost. In situations where this is not appropriate a refund will be given.

#### **Contact:**

The primary contact point is the school office on 01483 572510 or via email at [admin@burpham.surrey.sch.uk](mailto:admin@burpham.surrey.sch.uk).

#### **Booking and Fees:**

The Breakfast Club sessions are booked half termly via the booking form. The booking form needs to be with the school at the end of the previous half term. It is the parent/carers responsibility to ensure that booking forms are returned to the main office on time.

Long term bookings are encouraged, and if requirements are fixed parents/carers can request permanent places to guarantee sessions each half term.

Fees for the school year 2018/19 are £5 per session per child.

Fees must be paid in advance upon invoice. Fees for the first half term of the school year will be due upon invoice, and thereafter must be received at the end of each half term for the following half term's bookings.

In cases of financial difficulty parents/carers who have registered their eligibility, and meet the criteria for generating Pupil Premium funding, should contact the Headteacher.

All fees paid are non-transferable and non-refundable.

Persistent late or non-payment may result in termination of this agreement and exclusion from the club.

We reserve the right to increase fees at any point upon giving a half term's written notice of the proposed increase. The increased rate will become due after expiry of the notice period.

**Absences:**

Parents/carers should notify the school office by 1.00pm on the previous school day by letter, email, telephone call or in person if a pupil is not going to attend a session that has been booked.

We regret that there is no reduction in fee or credit for any absence for holidays or sickness. Swapping sessions will not be allowed.

**Extra days:**

Extra or "one off" days may be booked, subject to availability, by email or telephone up to 2.00pm on the previous school day.

**Sickness:**

Staff are first aid trained and will deal with minor accidents. However, if a child becomes unwell or has an accident requiring further treatment then parents/carers will be contacted for the child to be collected.

**Food:**

All children attending the Breakfast Club will be provided with a simple breakfast, such as cereal or toast, and a drink that meet the requirements of the school food standards, such as milk or water.

Please note that sweets and confectionary are not permitted at the Breakfast Club.

**Drop off:**

Children attending the Breakfast Club should be brought to the middle gate by 7.45am where Breakfast Club staff will be waiting to sign them in. Children will not be admitted before the club start time.

Parents/Carers are unable to use the school car park when dropping their child(ren) off in the morning. The car park is for staff use only.

Late arrival will cause disruption to the session so parents/carers are encouraged to arrive on time.

**Start of the school day:**

At the start of the school day Breakfast Club staff will escort Reception children to their classrooms and direct older children to make their own way to their classrooms.

**General:**

If the behaviour of any pupil whilst at the Breakfast Club is considered by the staff to be unacceptable or concerning, and could give rise to disruption or distress, the matter will be reported to the Headteacher, and will be followed by a discussion with the pupil and/or parent/carer concerned.

The school reserves the right to exclude any person from the Breakfast Club should such concerns arise.

Should parents have any queries or complaints with regard to the Breakfast Club they should contact the school office in the first instance. If not satisfied with the outcome the Headteacher should be contacted in the second instance.

The Breakfast Club is subject to the various school policies that are in force, copies of which are available on the school website or upon request from the school office.

**Change of details on your child:**

It is vital that we have full knowledge of any change of address and telephone numbers (mobile and landlines) both at work and at home, and written notification should be provided to the office.

**Amendment, cancellation and termination:**

Parents/carers are required to give four weeks notice of any requested changes to sessions booked by email, or in writing. Reasonable requests will be accepted, but if the Breakfast Club is full for the requested sessions the change may not be accepted.

Parents/carers may terminate this agreement upon four weeks notice by email or in writing. In these circumstances a refund will be paid for unused sessions after the expiry of the four week notice period.

Parents/carers must read these terms and conditions before signing the declaration below to accept them and return the form to the office.



**Larks Breakfast Club Declaration and Registration Form**

Having read, understood and accepted all statements made in the Larks Breakfast Club Agreement I would like my child(ren) to participate in the club.

Signed: ..... Date:.....

Name: .....

**Child Details**

Name: ..... Class: .....

Any allergies or medical needs: .....

Any dietary requirements: .....

Name: ..... Class: .....

Any allergies or medical needs: .....

Any dietary requirements: .....

**Emergency contacts**

In the event of an emergency please provide contact details:

Name: ..... Phone: .....

Relationship to child: .....

Name: ..... Phone: .....

Relationship to child: .....

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**OFFICE USE ONLY**

Registration Form received (date): .....

Staff signature: .....