



*"We believe, we achieve, we succeed in God's family"*

**THANKFULNESS ● COMMUNITY ● COMPASSION ● TRUTHFULNESS ● COURAGE ● FORGIVENESS**

### **Breakfast Club Terms and Conditions**

We aim to provide a high quality service which meets the needs of both parents/carers and children. For parents/carers, this means knowing that your child is safe and happy in a club that is reliable and offers a consistent service.

#### **Breakfast club service**

The breakfast club is open to pupils in Reception Class through to Year 6. Places are offered on a first come first served basis and if all places are filled a waiting list will be established. Breakfast club will run Monday to Friday from 8.00am in the school hall, until the start of school. It will not operate in school holidays or on non-pupil days. Breakfast will only be served until 8.20am, therefore we would appreciate arrival no later than 08:15am to ensure we can get cleared up in time for registration.

The choice of breakfast will vary from day to day but will include the following: choice of cereals, toast with various toppings/spreads, toasted bagels, milk, fruit juice or water.

There will also be a variety of activities supervised by breakfast club staff which are provided to occupy the children until the start of school.

#### **Registration**

Only children for whom a registration form has been completed and whose place has been booked and confirmed in advance may attend Breakfast Club.

#### **Dietary needs, medical conditions and medication**

In line with school policy, any medication bought in must be clearly labelled and handed to a member of staff and a 'Request for the Administration of Medication in School' form should have been completed. It is the parent's responsibility to disclose any special dietary needs or medical conditions on the registration form when booking a place, and to ensure that any changes are communicated immediately. Children are not permitted to bring their own food to breakfast club unless this has been agreed in writing by the school in advance of their attendance.

#### **Booking regular sessions**

On receipt of a booking form, the school office will advise whether a space is available. If no space is available, then the parent/carer will be notified that their child is on a waiting list. Places are offered on a first come first served basis.

#### **Ad hoc sessions**

These must be requested in writing by completing the Ad Hoc Sessions Booking Form or by contacting the school office no later than midday the day before the place is required. The parent/carer will be notified as soon as possible after receiving the request, if a place is available. Ad hoc places are offered on a first come first served basis. Ad hoc attendance must be paid for once the place has been confirmed.

St Mary's C of E Primary School  
Main Road  
Chelmsford  
Essex  
CM3 8RJ  
01245 320505

admin@st-marys-woodham.essex.sch.uk  
[www.stmaryssw.co.uk](http://www.stmaryssw.co.uk)  
@StMarysWoodham





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**Payment of fees and cancellation**

The cost per session is £4 per child per day – siblings are discounted to £3.50. The club is free for children in receipt of Pupil Premium.

Parents will be given notice of any change in fees. The preferred payment method is via ParentPay and a payment item will be assigned to you for this purpose once your child's place is confirmed. The school does not accept cash or cheque payments.

The school reserves the right to withdraw a place if fees remain unpaid after a reminder and parents are advised to contact the school in case of any difficulties with payments.

All booked sessions are chargeable and payments non-refundable as provisions are purchased based on the number of places a child is registered for. Please inform the school if you no longer require your child to attend breakfast club. This can be done with immediate effect; you are not required to serve a notice period. No partial refund will be given if a child attends too late to receive breakfast or does not require breakfast. In the event of school closure, for example due to weather, no charge will be made.

**Financial hardship**

Should you be experiencing financial hardship and the cost of breakfast club is prohibitive, please arrange to speak to Mrs Walker in confidence, via the school office.

**General conditions**

A child must not be brought to the breakfast club if they are unwell. Absent children will only be followed up from the school's class registers at the beginning of the school day in accordance with our normal school procedures. All accidents, that staff are made aware of, are documented in an accident book. Should the need arise, the parents/carers hereby give their consent for first aid to be administered and or the emergency services to be contacted.

We will not be liable for loss of property brought onto the premises by parent/carer or child. Children should refrain from bringing in their own toys, games or items of any value onto the site.

Parents may be required to remove the child either temporarily or permanently if the conduct of the child is unacceptable and it appears to the staff that the continued presence of the child is incompatible with the interests of the breakfast club. There would be no refund of fees in these circumstances.

**Breakfast Club Terms and Conditions**

Childs Name: .....

I have read the Breakfast Club Terms and Conditions and agree to St Mary's expectations.

Signed ..... Printed.....Date .....

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