

Payments

Payment for attendance at breakfast club must be paid in advance every Monday morning or the first day of the week in which your child attends. Payments should be paid directly to breakfast club staff; receipts will be issued if requested.

If payment is not made in advance, your child/ren will not be able to attend and the place may be offered to another pupil.

Cancellations

Should the parent/carer wish to cancel the place they must give one month's notice in writing; should they not give this they will still be required to pay for that month's fees.

The only causes for school to cancel would be school closure due to adverse weather conditions, COVID 19 or problems with the building, e.g. no heating or water supply. In the event of closure, a member of school staff will endeavour to contact parents/carers by text message before 7.30am.

As places are booked and paid for in advance and food purchased, we will be unable to offer a refund if a child does not attend. However, if the school cancels the club, the payment will be carried forward or a refund will be offered.

Staffing

Adequate staffing will be in place for the duration of the club and a member of the Leadership Team will be on site.

Safeguarding and Health & Safety

In support of the smooth running of the breakfast club, the following school policies will be referred and adhered to:

Equal Opportunities Policy
Behaviour Policy
Health & Safety Policy
Charging Policy
Safeguarding Policy

Complaints

Any complaints will follow the school's complaints policy. A copy can be requested

Monitoring and Reviewing

The breakfast club leader will review and monitor the register and keep a waiting list and will allocate places accordingly.

Menu

A nutritious breakfast or drink will be available at breakfast club at 8:10am each morning.

This will include

Cereal, toast and juice



The children will all sit together with staff and eat their breakfast.

Activities

Children will have an opportunity to take part in:-

- Arts and crafts
- Football table
- Wii
- Morning exercise activities
- Homework support
- Reading

First aid

There is a qualified first aider on site at all times.

Expectations

Breakfast club is open 7.45am-8.45am

Children should arrive no later than 8:20 as this is when breakfast will be served.

Children will be provided with a healthy breakfast

Children and staff are expected to be polite and respectful. We want to encourage a family feeling and no grumpiness is allowed!

Behaviour will be monitored; parents will be informed if their child's behaviour is unacceptable. Should this occur on 3 occasions the place will be withdrawn.



Aims

- To provide children with a nutritious breakfast at the start of the day in a pleasant, calm and relaxed environment
- To encourage children to make healthier choices about food
- To improve school attendance overall
- To provide a range of structured play activities, enabling children to engage and learn with children from other year groups
- To support families with childcare arrangements to enable further study or work

Attendance Criteria

There are a maximum of 35 places available for pupils in Year R to Year 6 offered on a first come first served basis.

Registration

Booking forms are available from the school office; bookings must be made in advance. If you need to change your booking at any point then please contact the Breakfast club lead Mrs O'Brien.

Once a place has been allocated, it will be retained for the duration of the academic year unless the parent gives notice or the Headteacher withdraws the offer of the place. You must wait until you receive confirmation before your child attends or changes are actioned.

No ad-hoc bookings will be taken except in exceptional circumstances.

St. Stephen's CE Primary School

Breakfast Club Information Leaflet



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