



Waddesdon Village Primary School's Breakfast Club Terms and Conditions

Registration and Attendance

- On arrival, club leaders will register your child. If for any reason your child is not going to be at the Club on an arranged day, please email the school office as soon as possible.
- The side gate will be open for breakfast club at 7:30am and close promptly at 8am. Due to staff ratios needed for breakfast club you will be unable to enter after the gate has been shut.
- All Breakfast Club sessions need to be booked and paid for in advance through our online parentmail booking system.
- As this is a school run Breakfast Club, we require at least one weeks' notice to cancel Breakfast Club booking to receive a full refund. Any cancellations after this time will not be refunded due to food and staffing costs being arranged based on the number of pupils attending.
- If you consistently do not attend booked sessions, your child's place may be given to another pupil if there is a waiting list.
- If you feel there is a special circumstance for why your child has been unable to attend a session, these may be considered on a case by case basis by the Headteacher or Deputy Headteacher.

Booking and Fees

- All Breakfast Club sessions need to be booked in advance through our parentmail system.
- Bookings are available ad hoc up to 1 day prior to the requested session. Alternatively, parents can do block booking for the whole half term.
- If parents are choosing to pay through childcare vouchers, they must let the office know in advance so they can be set up correctly on our online booking platform. Parents will then be able to book their sessions and will be invoiced at the end of each half term.
- All Pupil Premium pupils are offered this service in-line with their peers but the provision is funded by the school. Pupils must still be booked into Breakfast Club through our online booking platform but they will not be charged.
- We have costed Breakfast Club at £4.50 per session. As we are running this as a school, we cannot afford to make a loss so if numbers are fewer than expected we may need to charge more for Breakfast Club or suspend the service.

Emergency Contacts and Allergies:

- Before your child can attend breakfast club we need to ensure that we have an up-to-date record of their emergency contacts, medical needs and allergies. This information must be completed via the pupil registration form when you accept your place.
- We will not be able to administer any special medication, excluding asthma inhalers and epi pens, until the formal school day has started.
- If pupils require any special dietary requirements we must be made aware of this prior to the start of Breakfast Club so appropriate arrangements can be made.

Policies and Procedures:

- The Breakfast Club is run by Waddesdon Village Primary School. To ensure the safety, protection and provide the best possible care for your child, the Club will adhere to Waddesdon Village Primary School's policies and procedures. These are available for you to view at any time on the schools website and includes: Breakfast Club policy, Safeguarding, Behaviour, Health & Safety, Food, Equality and Discrimination, Child Protection and Complaints.

Complaints:

- Should you have a complaint about our Breakfast Club, or a member of staff, please inform the Breakfast Club staff in the first instance. If the matter is not resolved to your satisfaction please follow the procedures set out in our Complaints Policy.

General:

- Our Breakfast Club provides care for pupils from Reception to Year 6.
- We operate a waiting list policy for children wishing to join the club once it is full.
- If your child's behaviour is disruptive to the general well-being of other children in our care, your child may be excluded from the Club.
- All clothing should be clearly marked with the child's name.
- It is recommended that children do not bring personal belongings to the club, e.g. toys, electronic games. The club will not accept liability for any loss or damage to such items.

I consent to the terms and conditions set out above.

Print Name:

Signature:

Pupils Name: