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## **Breakfast Club Policy 2017**

To ensure that we have a fair and transparent system for booking spaces at the Breakfast Club we are introducing the following policy to ensure our Breakfast Club runs as efficiently and cost effectively as possible.

- All bookings for Breakfast Club are to be made via the Gateway system and paid for at the point of booking. The booking will not be confirmed until payment has been made.
- Payment is only to be made via this system and not through the school office.
- The maximum number of children for each morning will be 60. The system will not allow you to book onto Breakfast Club if the maximum limit has been reached.
- Bookings can be made up until 3pm two days prior to the session, any bookings made after that time will not be on the register.
- All children must turn up to sessions booked.
- If your child misses three or more booked sessions their place at Breakfast Club is at risk. The matter will be referred to the Head Teacher and she will make the decision as to whether your child can continue at Breakfast Club or not. This does not apply in cases of genuine illness where you have notified the school and the child is absent for the whole of the school day.
- There will be no refunds to sessions where children have not turned up or cancellations once a booking has been made. The only exception to this is in the case of genuine illness where you have notified the school and the child is absent for the whole of the school day.
- Where there is genuine illness and the school has been notified and the child is off for the whole day a 'credit' will be given. Please note there are no monetary refunds.
- Children who turn up at Breakfast Club without booking onto the system will not be admitted and asked to wait with their parent until the start of the school day.
- In the case of an emergency where you need your child to come to the Breakfast Club at short or no notice please contact the school office to see if we are able to assist.

## Rules of the Breakfast Club September 2017

- A child has to register with the Breakfast Club before they can attend.
- This is done by filling in a form at the office or school website
- You must book through your School Gateway account
- You may drive into the school drive and drop off your child at the dropping off point on the school drive. Remember to drive slowly, do not exceed the speed limit, i.e. 5mph, and watch out for oncoming traffic or children who may be crossing the road
- Entry to the Breakfast Club is via the main entrance doors
- Pupils should hang their coats and bags up in the cloakroom area nearest to the hall before they come into breakfast. After breakfast the children will take these out onto the playground
- Children should wash their hands before eating and if they need the toilet during breakfast they should use the toilets nearest the hall
- Once breakfast is over the children will be expected to take part in quiet games or activities which we will be providing
- Children will be allowed to go out onto the playground from 8.40 am
- Children in Foundation Stage and KS1 are taken straight to their classroom
- Children are expected to show and learn good manners for example, saying please and thank you
- Children are also expected to show and learn good table manners for example, sitting at the table properly whilst eating
- Children whose behaviour is giving cause for concern may be asked to leave and will no longer be able to attend

The start time of Breakfast Club is 8.00am and the latest time that you can drop your child off for Breakfast Club is 8.20am.

The cost for Breakfast Club is £2 per session (September 2017). Please be aware that this is based on an average number of 40 children attending per day. Should numbers fall below this the school reserves the right to increase the Breakfast Club fees.

