

**OUR LADY  
IMMACULATE**  
CATHOLIC ACADEMIES TRUST



**St Mary's Catholic Primary School**

# **Breakfast Club**

**Information and Terms and Conditions Booklet**



## General Information – Breakfast Club

### Timings:

**7.45am - 8.45am**

We plan to be open Monday to Friday for 38 weeks of the year – every week that school is open. The Breakfast Club will not be open on INSET / Teacher training days.

**Cost:** The cost for session is a flat rate of £4.00. The doors for session will not open until 7.45am so please do not arrive early.

**Breakfast:** This will include a range of healthy and enjoyable cereals with semi-skimmed milk. Toast will be available with butter and jam, fruit juice, milk as well as unlimited access to water. The children will be taught, and encouraged, to prepare their own breakfasts. Food on offer will consider any allergies for registered children.

**(Please note due to current COVID guidance, we are only providing a light breakfast with pre-packed foods for example brioche, fruit buns and croissants etc...)**

**Provision:** A variety of games, crafts and puzzles will be available for the children to choose from. These will be planned in accordance to their needs and wishes and will rotate on a weekly basis.

**Staffing:** The Breakfast Club will be operated by members of the school staff. Members of the school staff on duty:

- Have undergone Safeguarding training and know how to follow school procedures for ensuring the safety of children.
- Are first trained and have 'Food Hygiene' certificates to ensure the highest standards of Health and Safety.

### Booking

**Step 1:** Complete a registration form and return to the School Office. Once the registration form has been received, the school will add you to the booking list

**Step 2:** If your child has a medical condition which may require equipment, for example; an epi-pen or inhaler, the school will need an additional device to keep with them wherever they may be in school. The school will not be able to transfer classroom medical equipment to the clubs.

**Step 3:** All bookings should be made via the office and payment via our Parent Pay system. If you do not have an account, please visit the Main Office who will assist you in setting up an account.

**Step 4** It is recommended that you book as far in advance as possible as we have a limited number of places available. Once these places have been allocated, there will be no further admittance into the club. Payments must be made at the time of booking to secure the place.

The school takes our legal responsibilities very seriously and, unfortunately, if your child is not booked into Breakfast Club, **they will not be admitted no matter what the circumstances.** Any communication regarding this should be made with Mrs Burdett, the Office Manager.

Any complaints should be made via the normal School procedure. A copy of the School complaints policy is available on the website.

## Cancellations

Unfortunately, if bookings are made and your child is absent for the session, we will be unable to provide a refund. You will be able to cancel any bookings on Parent Pay up to 2 days before the session takes place. Should the facility be closed due to a problem with the venue or adverse weather conditions, the school will issue refunds.

## Safeguarding

All staff who operate Breakfast Club have enhanced DBS (Disclosure and Barring Service) checks and, during the recruitment process, have been through 'Safer Recruitment' procedures.

All staff who operate Breakfast Club attend annual Safeguarding training delivered by the School's DSL (Designated Safeguarding Lead) and have regular Safeguarding updates. The School's Safeguarding Policy and procedures will be adopted into our wraparound provision.

Children will be required to be signed in to Breakfast Club by a responsible adult.

