



Diocese of Salisbury

Academy Trust

'Beyond expectations for all of God's children'

BREAKFAST CLUB AGREEMENT: TERMS AND CONDITIONS



Archbishop Wake
CE Primary School

Policy Date: September 2025

Review Date: September 2028

*Pricing reviewed annually

Archbishop Wake CE Primary School Breakfast Club Agreement - Terms and Conditions

Information

- Archbishop Wake CE Primary School Breakfast Club will run Monday to Friday from 7.45am until the start of school. It will not operate in school holidays, Bank Holidays, or on scheduled INSET Days.
- Children eligible to attend the Breakfast Club must be pupils attending Archbishop Wake CE Primary School.
- Children who arrive at the entrance (main school hall doors) will be registered by a member of Breakfast Club staff.
- All children must be accompanied to the hall doors to be registered - this applies to all children unless in agreement with Breakfast Club (Y5 and Y6 only)
- The choice of breakfast will vary from day to day but we will be mindful of healthy eating and will include a choice of cereals, toast, fruit and drinks. This will be served until 8.15am.
- A variety of indoor and outdoor activities supervised by Breakfast Club staff will be provided to occupy the children until the start of school.
- Children will be sent to their classrooms at the appropriate start time ready for morning registration.

Aims

- We aim to provide a high-quality service which meets the needs of both parent/carers and children.
- For parent/carers, this means knowing that your child is safe and happy in a club that is reliable and offers a consistent service.
- For a child, this means an environment that is safe, supportive, encouraging, nurturing, a place to be with friends and make new ones, to try out different activities, to relax, to have fun and enjoy.
- Parent/carers are expected to give their support and encouragement to the aim of Breakfast Club.
- Breakfast Club will ensure that appropriate standards of behaviour, discipline and hygiene are maintained.

Booking

- Up to 70 spaces are available daily at Breakfast Club.
- Parents/Carers must read and agree to these terms and conditions and provide consent for each child on Arbor. The terms and conditions are available on the school website:
<https://www.archbishopwake.dsat.org.uk/breakfast-club-and-oscars/>

- Only children for whom consent has been received and a place has been booked via Arbor in advance, may attend Breakfast Club.
- Bookings must be made by the parent/carer via Arbor.
- All places must be booked and paid for in advance by 4 pm on the Thursday of the week before attendance.
- Bookings after the deadline may be accepted in exceptional circumstances, but only after prior agreement with the school.
- Places are offered on a first come first served basis.
- Staff requiring Breakfast Club must also follow the same procedures to book their child(ren) into the provision.

Payment of Fees and Cancellation

- Archbishop Wake CE Primary School Breakfast Club is self-financing. No financial support is received from the school and all running costs must be met from fee income. It is not intended to be profit making and any surplus made after costs will be reinvested back into the Breakfast Club.
- The cost per session is £3.75 per day.
- Parent/carers will be given one months' notice of any change in fees.
- Fees are payable in advance via Arbor, during the booking process.
- If you wish to pay using childcare vouchers, you must seek agreement from the school office before booking for the first time.
- Payment via childcare vouchers will be accepted wherever possible. Bookings must still be made via Arbor.
- The School reserves the right to exclude children if fees remain unpaid after a reminder.
- No refunds will be given for non-attendance due to sickness or any other absence or for sessions only part attended.
- In the event of school closure, for example due to weather, a full refund will be given.

The child's health

- Parents/carers must inform Breakfast Club if the child has any known medical condition or health problem, or has been in contact with infectious diseases. Parents/carers must comply with the guidelines set by the Health Protection Agency: <https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/> . A child must not be brought to Breakfast Club if unwell.

General Conditions

- Once a booking has been made, the payment is non-refundable in the event of non-attendance due to sickness or any other reason or for sessions only partly attended.
- 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.
- Any Special Dietary requirements as listed on Arbor will be adhered to by

Breakfast Club.

- All accidents, that staff are made aware of, are documented in an accident book. Should the need arise, the parent/carers hereby give their consent for first aid to be administered and or the emergency services to be contacted.
- The emergency contact details will be those held on the pupil's school record and our normal school procedures for notifying parent/carers in the event of an accident will be followed.
- Medication: from time to time, pupils may need medication in school, please follow the school's policy for the administration of medicines. It is the parent/carer's responsibility to complete these forms and inform school.
- Archbishop Wake CE Primary School Breakfast Club will not be liable for loss of property brought onto the premises by parent/carer or child.
- A child will leave Breakfast Club when he/she leaves Archbishop Wake CE Primary School.
- By accepting the terms in this agreement, parent/carers accept the authority of the Breakfast Club staff to take all reasonable disciplinary action in line with the school's behaviour policy. Staff will take action to safeguard and promote the welfare of each child.
- Parent/carers may be required to remove the child temporarily or permanently if the conduct of the child is unacceptable and it appears to the supervisor that the continued presence of the child is incompatible with the interests of Breakfast Club. There would be no refund of fees in these circumstances.
- Children should not bring toys or personal possessions to breakfast club, unless there is prior agreement from the class teacher, SENDCo, or Pastoral Team.

Code of Conduct

Archbishop Wake CE Primary School's Breakfast Club is committed to providing a safe and happy environment for our children to start their day.

Children are expected to show a good standard of courtesy and behaviour at all times. The Breakfast Club is part of Archbishop Wake CE Primary school and as such children are expected to follow the same guidelines as documented in the behaviour and anti-bullying policy. These can be found on the school website.

Every pupil should:

- Observe Archbishop Wake CE Primary School rules - Ready, Respectful and Safe
- Co-operate fully with all staff at all times
- Be considerate to others at all times
- Respect requests and requirements made by staff
- Look after equipment and resources
- Be mindful of food waste

- Promote our school Rainbow values - promoting a respectful community
- Abide by Breakfast Club agreement and rules.

Insurances

Breakfast Club undertakes to maintain those insurances which are prescribed by law. The Breakfast Club is covered by the school's insurance.

Confidentiality:

Parents/carers agree to inform the Headteacher of any information necessary to safeguard or promote their child's welfare or avert the risk of harm to their child or other person. Breakfast Club staff will be informed of sensitive issues concerning the child on a 'need to know' basis.

Complaints:

Parents/carers who have cause for complaint in relation to any matters of quality, safety or care must inform staff without delay. The Complaints Policy of Breakfast Club falls under the school's Complaints Policy:

[\(https://www.archbishopwake.dsat.org.uk/school-policies/\)](https://www.archbishopwake.dsat.org.uk/school-policies/)

Policies

Archbishop Wake CE Primary School Breakfast Club follows all policies and procedures of the school unless other side stated in these terms and conditions.

