

# Sutton Oak C.E. Primary School



## Breakfast Clubs Terms & Conditions

Updated for May 2023

*(Terms and Conditions may be varied/amended by the Governing Body)*

## Sutton Oak Primary School – Out of School Club

### Terms and Conditions

#### 1. Opening Hours

- The Breakfast Club will operate between the hours of 8:00 am and 9:00 am each week day school morning during term time.
- Access to the club is via the infant hall
- The club is inspected by Ofsted as part of any school inspections which take place and is run under regulations for children on the register at Sutton Oak Primary School only. Activities take place in a designated area of the school, utilising school facilities and within the school grounds.

#### 2. Booking Sessions

- Parent may book any combination of sessions

Club	Time	Cost per Child per day
Breakfast Club	From 8:00am	£3.50

- Parents who require regular breakfast club sessions should book these in advance, this must be emailed to the school office in advance. Sessions must be booked by 9am on a Friday for the following week to allow for staffing requirements.
- Any subsequent changes to sessions must be notified in advance.
- Parents with emergency requests or where the relevant notice cannot be given should contact the office as soon as possible. If staff are not available please leave a message.
- Any emergency requests or requests to vary pre-booked sessions will be considered by the staff and places offered if possible, taking into account staffing levels and number of pre-booked children for the session in question.

#### 3. Collection/Delivery of Children

- Any child(ren) booked into sessions to attend Breakfast Club should be brought to the club and signed in.
- Parents should indicate on the registration form any adults or elder siblings authorised to bring the child(ren).
- No child is allowed to leave the club alone.
- The person bringing the child(ren) to Breakfast Club must sign the register and record the arrival time.

#### 4. Emergencies

- Parents are required to complete a registration form prior to the child(ren) attending. Any change in details should be notified to the club in addition to the school, as families may have different arrangements in place outside of the school day. Information must be kept up to date at all times.

#### 5. Behaviour

- Children attending any of the club sessions are expected to adhere to school rules and expected standards of behaviour. Any misbehaviour will be reported to parents and managed in accordance with school policies.

- In the event of serious or recurrent misbehaviour school reserves the right to withdraw the place at the club.

## 6. Attendance

- Once a session has been booked the child(ren) will be expected to attend.
- If the child(ren) is unwell the school office should be asked to inform the club that the child(ren) will not be attending due to illness.
- If parents do not wish to use the place they have pre-booked, they should inform the school office as soon as possible. If less than one working days' notice is provided, the session will be chargeable.

## 7. Payment of Fees

- Payment of fees is due for all booked sessions and must be paid in advance.
- In the unlikely event that arrears occur, parents will be text by school or messaged through Parentpay as and when appropriate to remind them of balances. Letters will be issued on a Friday to confirm any unpaid fees. If the account is not settled immediately, we reserve the right to withdraw the place. Amounts which still remain outstanding may be referred to the Council's Debt Collection Team.
- Parents who are registered to pay through voucher schemes will still be invoiced weekly, but payment will be collected at the end of the agreed period, in line with individual voucher scheme arrangements.
- Payments must be paid through Parentpay.
- Current fees including appropriate food and drink are as follows:

Club	Time	Cost per Child per day
Breakfast Club	From 8:00am	£3.50

- Fees will be charged in the event that the child(ren) fails to attend a pre-booked session because they are on holiday or otherwise absent (except for sickness) and the club has not been notified by the previous Friday.

## 8. Concerns or Complaints

- In the event that a parent has a concern or complaint about the club or facilities offered, they should raise this in the first instance with the manager/staff on duty to attempt to rectify the problem
- If the issue is not resolved, then it should be raised with the Head Teacher under school complaints procedures which is available on request.

Please note that booking places at Clubs signifies your acceptance of these terms and conditions

Please keep this document for reference purposes