

Breakfast Club registration and pay policy

Email: breakfastclub@raysfieldschoolsfederation.org.uk

Rationale

Breakfast Club provides a happy nutritious start to the day, in a safe, fun and caring environment.

Children are free to choose their activities.

Aims

- To provide children with a nutritious breakfast (provided by ABM catering) at the start of the day in a pleasant and relaxed environment;
- To provide a calm play environment in which children can engage socially with children from other year groups, therefore strengthening relationships in the school community.
- To continue to build positive links/relationships with parents.

Booking and payment arrangements

- *A Registration Form must be completed before a place can be offered. We must have 24 hours notice and this is subject to availability. We will confirm if a space is available. These are available from either the Breakfast Club Supervisor breakfastclub@raysfieldschoolsfederation.org.uk or school office.*
- Once your place has been confirmed you will need to book your child in for the sessions you require using the Parent Pay App www.parentpay.com Bookings can be made in advance or at least by 8pm the previous day. This will generate a register for the club and numbers of breakfasts required for the kitchen.
- Sessions are currently £3.75 per child. This is reviewed annually

If you bring your child to breakfast club and you have not booked them in, in the first instance you will need to speak to the breakfast Club supervisor to ensure there is a place available on that day. If there is a space available payment will then need to be made that day via ParentPay.

Non-payment

Should a debt incur and this is not paid you will in the first instance receive a text reminder that payment is due. This will be followed up by a phone call if the

payment is still not received. If the debt remains and reaches £15.00, a letter will be issued informing parents that the child can no longer attend breakfast club until the arrears are cleared.

The school cannot tolerate debt amounting to more than £15.00 as any debts have to be paid by the school. This means that money that should be spent on education is used to pay for debts incurred by parents.

The school will work with the parent to find a solution that is amicable to the school and the parent. If the school enters into an agreement with the parent, it is deemed to be binding and adherence to the agreement will be vital to prevent further action.

Refunds

If the school cancels the club due to unforeseen circumstances a refund will be offered.

Communication

- Children must be dropped off by an adult at the door and signed in.
- Should this not be possible please email the supervisor at breakfastclub@raysfieldschoolsfederation.org.uk
- If they are being collected by someone other than a parent (that is not a regular arrangement) at the end of the day please call the office to inform them of this.
- A Breakfast club newsletter will be sent out periodically.

Organisation

- Breakfast club will be open from 7:30 am – 8:50 am.
- Breakfast is served until 8.25am. .
- Infant pupils will be taken to their classes at 8.45am and junior pupils at 8.50am.

Behaviour

- The Breakfast Club follows the school Behaviour Policy
- We reserve the right to withdraw a place for consistent unacceptable behaviour.

Safeguarding

- In accordance with Safeguarding arrangements, all staff involved in the running of the Breakfast Club, either in a paid or voluntary capacity will have current DBS clearance. These records are held in the school office. The staff are also first aid / paediatric trained.
- Breakfast club staff will follow existing school policies and procedures for safeguarding and the code of conduct including the child protection policy.

Fire Procedure (See Separate Policy)

- In the event of a fire, children and staff will follow the normal school procedures, leaving the building in a calm orderly via the closest exit.
- They will congregate outside on the junior playground.
- The club register should be taken outside and all names checked.

Medication

Medication administered will follow the existing school policy.

Risk Assessment

The Breakfast club follows all the school Risk Assessments.

Complaints

All complaints notified in writing by a parent regarding the Breakfast club will be investigated by a member of the management committee (Head Teacher and Breakfast Club Leader).