

Naburn CE Primary School Breakfast Club User Regulations

Staff

Breakfast Club will be staffed by Mr Michael Maybridge (Manager), Mrs Sheila Russell and Mrs Lucy Bradshaw. Should you need to speak to any member of staff please do so before the start of the session, either in person or by telephone on 01904 551075 – please ask for Breakfast Club.

Opening Hours

The Breakfast Club operates in one session: 7.45am – 8.45am

Meals

Breakfast is served between 7.45am – 8.20am

A range of breakfast foods will be served which will complement the school's policy on healthy eating.

Entry and Payment of Fees

Places are allocated on a pre-booked basis.

Fees are payable in advance, preferably by Parentpay. The minimum amount payable via this method is £10.50. If you do not use that number of sessions in a week, your balance will be carried forward to the next week or until you have used 3 sessions. If you wish to pay through Parentpay, please ensure you ask the administrative staff to assign your child to this payment item.

If you prefer to pay by cheque, please make this payable to Naburn CE Primary School.

Acceptance of a place is a commitment to the payment of fees, even if your child does not attend the booked session. The cancellation of a place, or alteration to the number of days your child attends, is required in writing 2 weeks in advance.

No payment will be collected when school is closed.

Minimum sessions can be booked and extra sessions used on a needs basis if there is a space. Please do not turn up presuming there will be a space on the day.

Extra sessions used must be paid for on the day of usage.

Access/Exit

Parents and Children will access and exit the Breakfast Club through the main entrance only.

Children will keep their coats, PE bags, book bags and packed lunches with them in the hall until the start of the school day. Children are not allowed in certain areas of the school during Breakfast Club, children will be notified of these areas when joining the Club.

Policies and Practices

Children must be signed in to the Breakfast Club each morning by a Parent or Guardian.

All accidents will be recorded and parents will be notified.

Parents will be contacted in the event of a child being ill and considered unfit to remain at the Club.

School staff will be notified when a child reports that they feel unwell whilst attending the Club.

Children should not bring their own toys to the breakfast Club – Breakfast Club will not accept liability for any toys lost or damaged.

Whilst we want the atmosphere to be as informal as possible, normal school rules apply. The children will be expected to co-operate with staff at all times. Any child whose behaviour is causing concern may be asked to leave the Club.