



# Breakfast Club Policy

**GEORGE STREET PRIMARY SCHOOL**

*"Where Learning Comes Alive"*

**Approved by:**

**Head Teacher:** Angela Hughes

**Last reviewed on:** January 2025

**Next review due by:** February 2028

## **Aims**

- To provide a safe environment that is supportive and encouraging where children can meet their friends, make new ones, eat a healthy breakfast and be ready to learn.
- To help parents with affordable, and safe childcare in a familiar setting.
- To offer children a calm, positive environment to start their day.

## **Terms and Conditions**

### **Opening Hours**

The Breakfast School club sessions run from 7.40 am Monday to Friday term time only. Admittance will be through the school reception area. Term time dates are in line with George Street Primary school and can be found on the school website. This service is only available to those children who attend our school.

If you wish for your child to eat breakfast they must be in Breakfast club before 8.15am.

At 8:45 am the children will be escorted to their classes by staff.

### **Fees**

1. Sessions are to be booked and paid for advance of attending the club. Payment can be made using School Gateway.
2. Refunds will not be given unless your child is absent from school for a long period of time due to illness.
3. We will ensure at least half a terms notice is given to any proposed variation of fees.

### **Late payment of fees**

1. In the event that fees are not paid on the due date the school reserves the right to withdraw provision.

### **Closing**

1. The club will be closed on school INSET days.
2. The school reserves the right to close the club at other times. The maximum notice possible will be given.

### **Medicines**

We would prefer that children do not bring any medicines to Breakfast Club. If you think that your child will need to take medicine during club hours, we ask that you kindly arrange to come into school with the necessary documentation to discuss a health care plan. Medicines not prescribed by a doctor cannot be administered. Parents will remain responsible at all times.

If your child is asthmatic, please ensure that you have completed the necessary forms and they have been returned to school. It is vital that they have an accessible inhaler during Breakfast Club. If your child has any other medical conditions or allergies please ensure you discuss this with the Breakfast Club Supervisor.

**Personal property**

1. All items of clothing and personal property should be clearly marked.
2. The club cannot accept any responsibility for loss or damage to personal property however caused.

**Emergency contacts**

1. It is essential that the club can contact a parent/carer or alternative emergency contact at all times.
2. Any changes in these contacts must be passed to the club before the child/ren next attends.

**Complaints**

We sincerely hope that you never have cause to complain but if you do, please follow this procedure:

1. Firstly, speak to the Breakfast club staff; your concern may be quickly allayed by them.
2. If you are still not satisfied please make an appointment to speak to the Headteacher.
3. If you are still not satisfied you may complain to the school governors. Details of who to contact are available in the school office or on the school website.