



Long Sutton County Primary School All Stars Breakfast Club Policy

Introduction

All Stars Breakfast Club is run by Long Sutton County Primary School and exists to provide before school childcare for children from Reception to Year 6. It provides a safe, familiar environment for children with familiar adults. A healthy breakfast, range of activities and familiar faces prepare the children for the day.

The club operates from 8:00 am to 8:40 am term time only.

A copy of this policy is provided to all parents of children attending the Breakfast School Club and is also available on the school website.

All parents must complete a registration form for each child attending the club and sign an agreement to adhere to the terms of this policy.

Admissions

- Only children attending Long Sutton County Primary School are eligible to attend Breakfast Club
- All places are subject to availability and are allocated on a first come, first served basis.
- The registration process must be completed prior to the child's commencement at the club.
- This policy is available to view via our website.
- Ad hoc bookings can be accepted with at least 24 hours' notice and as long as parents/ carers have previously completed the registration process and subject to spaces being available.
- All club staff are made aware of the details of a new child.
- Children's attendance is recorded in a register

Daily Routine

- 8:00 am pupils arrive at the pedestrian gate and are signed in on the register.
- The children can order some breakfast.
- 8:40 am children go to their classes
- If parents wish to drop their children after 8 am, they will need to buzz at the pedestrian gate and a member of the office staff will then let the child into the school. The child will be registered once in the hall.

Behaviour

Whilst attending Breakfast Club children are expected to

- Uphold the school values
- Follow the school behaviour expectations

If the behaviour expectations are not met and following a discussion with parents and carers behaviour at Breakfast Club has not improved, the school reserves the right to terminate the Breakfast School Agreement.

Positive behaviour is encouraged by:

- Staff acting as positive role models
- Praising appropriate behaviour

The club operates under the same behaviour policy as the school, a copy of which is available on the school website.



First Aid

- All accidents will be recorded in the school accident book. Upon collection of pupils at the end of the school day, parents will receive a green slip that details the accident and any first aid administered.
- All incidents are dealt with by a qualified first aider / paediatric first aider.
- Parents of any child who becomes unwell during Breakfast Club will be contacted.

Payment of Fees

- It is a requirement of the club that parents pay their fees promptly in advance. The parent/carer signing the Breakfast Club registration form is known as the “contracting parent” and is responsible for payment of all fees.
- If a parent is experiencing difficulty with payment of fees, they should contact the school office staff as soon as possible. Our staff will treat all matters confidentially.
- Each booked session must be paid for even if children do not attend unless cancelled at least 24 hours beforehand.
- Persistent late payment may mean that future bookings will not be accepted.
- Bookings can be made for a term in advance.
- If your child has not been booked onto breakfast school care and in an emergency breakfast school care is required, we will add them and payment will appear on Magic Booking and must be paid before any future bookings can be made.

Illness

The school policy applies to Breakfast Club Provision.

Withdrawal of Breakfast Club Provision

The school reserves the right to withdraw Breakfast Club provision should there be insufficient demand but will provide one half term’s notice of its intentions.

The school reserves the right to withdraw your child’s place from Breakfast provision if payments and bookings are not made in accordance with the policy.

Review

The Headteacher and Governing Body will review this policy every two years in consultation with staff.

Headteacher

Date

Chair of Governing Body

Date



Long Sutton County Primary School

Breakfast Club Agreement

I parent / carer of

have read and accept the Long Sutton County Primary School Breakfast Club Policy and agree to abide by the terms therein.

I accept that I am the “contracting parent” for the above child and agree to make payments to Long Sutton County Primary School in advance via ParentPay or by childcare vouchers.

The sessions in this contract are 8:00 a.m to 8:40 a.m term time only.

Parent Signature

Print Name

Date

Signed on behalf of Long Sutton Primary School Breakfast School Club

Print name Date



Long Sutton County Primary School

Breakfast School Club Pupil Registration Form

Pupil Personal Information

Surname :		Forename:	
Home Address:			
Postcode:		Telephone:	

Parent / Carer Information

Title:		Forename:		Surname:	
Phone	Club time				
	Mobile				
	Work				

Parent / Carer Information

Title:		Forename:		Surname:	
Phone	Club time				
	Mobile				
	Work				

Other Contact information – please provide at least two alternative contacts

Title:		Forename:		Surname:	
Phone	Club time				
	Mobile				
	Work				
Relationship to child					

Title:		Forename:		Surname:	
Phone	Club time				
	Mobile				
	Work				
Relationship to child					

Pupil Medical Information

Doctors Name		Doctors Practice	
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Doctors Telephone number		Address of GP Practice	
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Medical Conditions

Is there a current Health Care Plan in School? YES / NO

Dietary Information

Allergies YES / NO

Vegetarian YES / NO

Vegan YES / NO

Please specify further detailed information if you have ticked any of the above or would like to add any further information:

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