

## **Acorn Breakfast Club – Stanway Primary School - Terms and Conditions**

### **General**

1. The Breakfast Club is open to children attending Stanway Primary School in Reception through to Year 6 and is run by school staff.
2. The club is open from 7:45am to the start of school (8:40am) Monday to Friday during term time only. There is no access to the school site before 7:45am.
3. The club provides a balanced breakfast (including cereal, toast with topping and fruit juice/milk/water to drink) and activities for children before school begins.
4. Breakfast is served until 8.05am.
5. Children must be accompanied to the club by an adult and should be handed over to a member of breakfast club staff.
6. The staff car park is not available for use by parents when dropping children to the Breakfast Club.
7. After the Breakfast Club ends the children will go directly to their class ready for the start of school. KS1 children will be accompanied by a member of the Breakfast Club staff.

### **Bookings**

8. Bookings must be made on the school booking form available from the school office, or the school website. All places must be booked in advance; however we are unable to accept booking requests made more than half a term in advance of your required start date (e.g. applications for September cannot be made until after the May half term holiday).
9. Enquiries regarding the Breakfast Club should be made to the school office (Telephone 01206 574819 or via email to [admin@stanway-pri.essex.sch.uk](mailto:admin@stanway-pri.essex.sch.uk))
10. Booking requests can only be made for either a regular place, e.g. every Monday, or 'one-off' date. We aim to accommodate all requests made however places at the club are limited to 35.
11. Priority will be given where a sibling is already regularly attending the club.
12. If we are unable to offer your child a place on your chosen day(s) we will retain your details on a waiting list and we will endeavour to contact you should a place arise.
13. Your child's place at the club will be confirmed in writing. Once the booking is confirmed you will be guaranteed your requested day(s) provided all payments are made in advance, attendance is regular and your child's place at the club has not been withdrawn (see sections 25 to 27)
14. Please inform the school in writing if you no longer require your child to attend Breakfast Club. At least 48 hours notice of cancellation is required. The school will confirm the date of cancellation and arrange a refund if appropriate.
15. If your child will not be attending a particular session that they are registered for please inform the school giving at least 48 hours notice - also see section 20.
16. In the event that you would like to change the days that your child attends the Breakfast Club a new booking form must be completed with your new requirements. The school will confirm in writing whether the new request can be met.

### **Payments**

17. The charge for each session is £4.00 per child. Payments should be made online via Scopay (using a debit/credit card.) We are able to accept childcare vouchers issued by certain employers; the school is also registered with the government's Tax-Free Childcare scheme.
18. Payments must be made in advance of the date of attendance. Payments must be for a full month/half-term/or term in advance. Where a payment has not been received in advance a place at the club cannot be guaranteed.
19. For one-off sessions payments must be made where possible in advance of, but no later than the day of attendance.
20. Refunds/credits will not be given for non attendance unless the child is unwell and absent from school on the day booked. Also see section 14 above regarding cancelling a place.
21. Unless requested by the school, children should not bring their own toys, games or any items of value onto the site. We are unable to accept responsibility for such items.

### **Dietary Needs and Medical Conditions**

22. In accordance with the school policy, Supporting Pupils at School with Medical Conditions and Administering Medication, we are only able to administer medication to a child at the club in exceptional circumstances (unless it is an Epi-Pen or an inhaler). The requirements of the policy will apply at all times; further details are available from the school office.
23. It is the parents' responsibility to disclose any special dietary needs or medical conditions on the club's booking form and to inform the club in writing of any changes.
24. Children are not permitted to bring their own food to the club unless this has been agreed in writing by the school in advance of their attendance at the club.

### **Withdrawing an offer of a place**

We reserve the right to withdraw an offer of a place in the following circumstances:

25. Unacceptable behaviour resulting in distress or disruption to adults or children at the club.
26. Where a child has not attended the club for their allocated session(s) for a period of 3 consecutive weeks or more.
27. Where payments have not been made in advance and arrears are accumulating we reserve the right to cancel the place with immediate effect. Action to recover payments due will be taken as detailed in the school's Debt Management Procedures (Financial Regulations).