



Breakfast Club Policy

Agreement & Rules

General

Uplands Primary School provides a breakfast club during term time only for children aged 4-11 years of age in a safe, happy environment. We are able to take up to 10 children per adult each morning. The morning will include a healthy breakfast, arts, reading and recreational activities in a calm atmosphere before the school day. We offer unlimited breakfast, such as toast, cereal, pancakes, fruit and drinks. This does change and is flexible as the needs and preferences of the children will change too! Children will be supervised by staff at all times during the session, until they go to class for registration. Please note that the needs of each child will be assessed before a place can be offered at breakfast club.

Opening times

We are open every weekday during term time, (excluding inset days,) from 08:00-08:55. Children can enter the breakfast club at the back of the school via the side entrance to the library. Please could all parents ensure that their child(ren) are signed in.

Fees and Payment

- **£5.00** per session which includes unlimited breakfast and activities. Please note the cost does not alter depending on when your child(ren) arrive.
- Payment is required termly in advance via Parentpay and we accept cash/cheque or childcare vouchers. Please make cheques payable to 'GCC'.
- Please note we reserve the right to refuse further bookings if the full fee is not paid when due. Please contact the office if you are having difficulty meeting the payments.
- Occasional attendance fee of **£5.00** is payable at the time of booking.

Bookings

A Booking Form is required to enable a place to be reserved for your child(ren) together with one term's payment. A place cannot be reserved until this is received. A termly booking form will also be required and this will be issued towards the end of each term. If you wish to book additional sessions for your child, this may be possible, however we will require 24 hours notice, and spaces cannot be guaranteed. If the days required are over-subscribed, a waiting list will be set up and parents will be informed when places become available.

Absence from Breakfast Club:

If your child is unable to attend the club for any reason, please inform the club organiser as soon as possible: Tel: 01453 762409 from 07:50am onwards. As the club is self-financing we are unable to refund for absences, including illness and holiday as costs are still incurred.

Behaviour

All children are expected to behave well, show respect, be polite, and look after equipment and resources at all times, following the school's 7 Golden Rules at all times.

Period of Notice

If you wish to cancel your child's place, please inform us in writing, giving 4 weeks notice.

Policies

We have a vast range of policies and procedures which are adhered to at all times. Please contact the office if you wish to view any of them.

Complaints

In the event that a parent wishes to make a complaint, this should be made in the first instance to the club organiser, Mrs Bev Cooper. If a parent is still concerned, then the matter should be taken to Mr James Powell, Headteacher. A copy of the school's Complaints Procedure is available on our website.