

Terms & Conditions

1 Organisation

- 1.1 Dore Primary School Breakfast Club (hereafter referred to as “Breakfast Club”) is run as part of the Dore Primary School (“School”) and is not a separate legal entity. Breakfast Club employs members of School staff and is run on School premises.
- 1.2 The Club adopts the School values and ethos. It is however run as a venture intended to generate a profit. All profits generated will be used by to provide extra funds and resources for the School.

2 Policies and procedures

- 2.1 Breakfast Club applies the clearly defined policies and procedures of the School. All policies are available on the Dore Primary School website: <http://www.dore.sheffield.sch.uk/parent-information/policies>.
- 2.2 In particular, Breakfast Club requests that parents familiarise themselves with the following policies: Behaviour Policy; Adult Behaviour Policy; Administering Medicines Policy.

3 Eligibility

- 3.1 Breakfast Club is open to pupils attending Dore Primary School (“Pupils”) that have provided a fully completed registered form, and have received confirmation by email of an available place on the specified days of the week. Additionally the place at Breakfast Club is subject to clause [12] and [13].

4 Registration

4.1 Registration for Existing Pupils

- 4.1.1 A completed registration form is required before a child can attend Breakfast Club and this must be submitted via email to the dedicated email address at breakfastclub@dore.sheffield.sch.uk. Breakfast Club will try to accommodate, as far as possible, your requests for a place on particular days of the week. You will be notified via email whether your request has been successful.
- 4.1.2 Registration for Breakfast club is administered by the School Office, and a waiting list system is used when the need arises. The waiting list will be operated on a first come-first served basis, with the exception of siblings who will have priority for a place on the same days as a sibling already attending.

- 4.1.3 Once a place has been allocated to your child, re-enrolment for each subsequent new school year will be automatic. However for planning purposes Breakfast Club will ask you to confirm that your child's place is still required. You will also be asked to confirm that all information about your child is still up to date.

4.2 Registration for New Pupils

- 4.3 New Pupils can be registered for Breakfast Club at any point during the school year prior to them starting school in September. A completed registration form will be required together with a £50 deposit and this should be handed to the School Office.
- 4.4 Upon confirmation from the LEA that a new Pupil has been allocated a place at the School, the School Office will confirm whether or not a place is available at Breakfast Club. If a place is not available, the deposit will be refunded. If a place is available, which is not subsequently taken up, then the deposit becomes non-refundable.

5 Breakfast Club Sessions and Opening Times

- 5.1 A Breakfast Club session ("Session") will operate every day during School term time from 7:30am to 8:40am. At 8:40am each infant child will be escorted to the door of their classroom and handed over to their class teacher. Junior aged children will be able to leave at 8.30am to wait in the playground, which is supervised at this time.
- 5.2 For the avoidance of doubt, Breakfast Club only runs during term time and will not be open during school holidays, bank holidays and teacher training days.

6 Payment of fees and refunds

6.1 Payment of Fees

- 6.1.1 The current fee for a Session at Breakfast Club can be found on the School's website or via the School Office. Fees are payable each half term in advance via Squid. The full price per child per Session applies to all children with the exception of siblings who are entitled to a 5% discount.
- 6.1.2 For existing Pupils, the due date for payment of fees will be the first School day of each half term. You will be notified in advance via email that an 'offer' is available for payment on Squid. You will also receive an [invoice] via email detailing the charge for the Sessions booked. The payment notification period will vary during the school year depending on the length of the school holiday proceeding the first School day of each half term, but usually 2-3 weeks notice will be given, and this will be more over the School summer holidays.

- 6.1.3 Alternative payment arrangement will be made for the first half term of the school year for new Pupils where Squid accounts are not yet set up.
- 6.1.4 Please ensure that fees are paid promptly. Late payment charges of £10 per invoice will be applied if payment is more than 1 week late. Non-payment for more than one month may result in your place being terminated. If you are having difficulty paying fees, please speak in confidence to the head teacher.

6.2 Refunds

- 6.2.1 No refunds are available for pre-booked and pre-paid Sessions, which are not attended by your child due to sickness or holidays taken during term time.
- 6.2.2 If School is forced to cancel a Breakfast Club session due to unforeseen circumstances beyond its control then a full refund equal to the cost of a Session will be made as an adjustment in the fees charged for the subsequent half term.

7 Additional Sessions

- 7.1 It may be possible to accommodate your child at Breakfast Club for an occasional Session, in addition to your child's regular pre-booked weekly Sessions. Should you require an additional Session, please contact School via the dedicated Breakfast Club email to check availability and please wait for a confirmatory email of an available place.
- 7.2 Additional sessions must be booked at least 24 hours in advance before the Session is due to commence. Payment for additional Sessions will be due immediately and in all circumstances must be paid in advance of your child attending the additional Breakfast Club Session.

8 Changes to days and cancelling your place

- 8.1 One half term's notice is required for cancellation of a Breakfast club place or for any changes in days of attendance. If you need to change the days that your child attends, please contact School Office. We will try to accommodate such changes wherever possible.

9 Cancellation of a Breakfast Club Session

- 9.1 On the rare occasion where School is forced to cancel a Session, every endeavour will be made to notify parents as soon as practically possible.

9.2 Cancellation due to snowfall

- 9.2.1 However, in the event of heavy snowfall parents should assume that Breakfast Club Sessions will be cancelled. If it proves possible to staff both Breakfast Club and the School a text message will be sent to confirm it is open however please note that this may be after 7:30am.

9.2.2 We ask for your understanding in this matter, as although it may be possible to run Breakfast Club, if insufficient numbers of staff can get to School then it not be possible to safely open the School, on any given day, in which case there would be no requirement Breakfast Club.

9.3 Cancellation due to other circumstances

9.3.1 In other circumstances, such as where a problem exists with the School heating, electricity or water supply, a text message will be sent by 7am notifying parents that Breakfast Club will be closed.

9.3.2 In circumstances where School is forced to open late, Breakfast Club will be closed.

10 Induction

10.1 You and your child are welcome to visit a Breakfast Club Session before your child's first day, to familiarise yourselves with the setting and to help your child settle in.

11 Arrivals at Breakfast Club

11.1 Children should be signed in upon arrival. It is parent's responsibility to ensure a child is handed over to a member of staff and any pertinent information is shared with Breakfast Club staff. We would also ask parents to provide such relevant information to the School Office either by leaving a message by phone or by email at enquiries@dore.sheffield.sch.uk who will then pass on this information to the appropriate class teacher.

11.2 The Club opens at 7.30am each day. Please do not drop children off before the start time as the School Office cannot accept them into our care until 7.30am, nor can they be left unaccompanied on school premises before this time.

12 Children with Special Educational Needs

- 12.1** Breakfast Club is open to all children who can safely be looked after within a normal classroom staffing ratio. Breakfast Club will endeavour to accommodate all children however where a child has additional requirement which requires a higher level of supervision it may not be possible at this time to provide a safe level of care for your child. In such circumstance, Breakfast Club regrets that it will not be possible to register your child for Breakfast Club Sessions.
- 12.2** If you are in doubt whether your child will be eligible to register for Breakfast Club, please contact the head teacher to discuss this matter. Each place at Breakfast Club will be allocated at the discretion of the head teacher.

13 Non compliance with the Behaviour Policy

- 13.1** 2.1 Each child attending a Session at Breakfast Club will be required to comply with the Schools Behaviour policy. In the event that a child has exhibited unacceptable Behaviour in contravention of the School Behaviour policy then their place at Breakfast Club will be terminated. The head teacher's decision on this matter will be final.
- 13.2** 2.2 The behaviour policy for the School can be found at <http://www.dore.sheffield.sch.uk/parent-information/policies>

14 Illness

- 14.1** The Club has adopted the School's policy for illness. If your child is ill and will be absent from Breakfast Club, please contact School in line with the School Absence policy leaving a message on the School answer phone. Please note it is not necessary to directly inform Breakfast Club.
- 14.2** If your child is ill while attending the breakfast club, depending on the severity of the illness, you may be contacted and requested to collect your child in line with School's [Illness] policy.

15 Accidents and first aid

- 15.1** Every precaution is taken to ensure the safety of the children at all times. Breakfast Club staff are all trained in first aid and a first aid kit is kept on the premises. If your child has an accident whilst in our care, you will be informed in line with the normal School policy.

16 Medication and medical conditions

- 16.1 Please let Breakfast Club know if your child is taking prescribed medicine. If your child needs to take medicine whilst at Breakfast Club you will need to complete, in advance, a form giving permission for the medication to be administered by a trained member of School staff. Breakfast Club will administer medication in line with the School's Administering Medication Policy.
- 16.2 In addition if your child has any medical conditions School Office needs to be aware of (e.g. allergies) please ensure you inform us as part of the registration procedure to ensure Breakfast Club is aware and can take any required actions and precautions.

16.3 Sun cream

- 16.3.1 It is the responsibility of parents to apply sun cream to their own child prior to arrival at Breakfast Club.

17 Breakfast

- 17.1 Breakfast Club will provide breakfast for all children attending a Session. This will consist of food compliant with our healthy schools ethos. An example of the breakfast that will be provided is listed below:

- Fruit and yoghurt
- Low sugar cereals and toast
- Milk, juice or water

Please ensure you have informed Breakfast Club of any allergies as part of the registration process.

For any child attending Breakfast Club with intolerances or allergies related to food School Office would request that parents provide breakfast. A price reduction of 50p per Session will apply to these children. Children with no food intolerances or allergies are not permitted to bring their own breakfast.

18 Parking

- 18.1 Parking will be available in the School car park for parents to drop off their children between 7:30am and 8.00am. Parents are requested to park in the marked Breakfast Club parking spaces close to the sunshine room door. After 8.00am, parents will not be permitted to drive into the School car park as from this time onwards it will be busy with teaching staff parking their own cars.

19 Contacting Breakfast Club

Parents may speak directly to a member of Breakfast Club staff regarding any issues relating to the care of their child during Breakfast Club Sessions. For all other matters, in particular administrative queries relating to availability of

Sessions, registering and payments please contact the School Office either by phone or by email. The dedicated email address for Breakfast Club is breakfastclub@dore.sheffield.sch.uk

20 Compliance with General Data Protection Regulations

20.1 All information about your child collected by Breakfast Club will be treated as confidential and will be stored appropriately, in line with the School's Privacy Notice.

21 Complaints procedure

21.1 If you have any queries, comments or need to discuss any matters concerning your child, please speak one of our members of staff or alternatively contact the School Office.