**DORE PRIMARY SCHOOL BREAKFAST CLUB**

**TERMS AND CONDITIONS**

# Organisation

## 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.

## 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.

# Policies and procedures

## 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>.

## In particular, Breakfast Club requests that parents familiarise themselves with the following policies: Behaviour Policy; Adult Behaviour Policy; Administering Medicines Policy.

# Eligibility

## Breakfast Club is open to pupils attending Dore Primary School (“Pupils”) that have provided a fully completed Registration Form, and have received confirmation by email of an available place on the specified days of the week.

# Registration

## Registration for Existing Dore Primary School Pupils

### For pupils already on roll at Dore Primary School, a completed Registration Form together with a deposit of £50 is required before a child can attend Breakfast Club. The Registration Form must be submitted to the School Office either in person or via email to the dedicated email address at [breakfastclub@dore.sheffield.sch.uk](mailto: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. The deposit will be returned to parents by way of a deduction from the first invoice. 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.

### 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.

### 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.

## Registration for New Pupils to Dore Primary School

### Children who are new to Reception at Dore Primary who wish to join Breakfast Club can apply for a place prior to them starting school in September. A completed Registration Form will be required together with a deposit of £50. The deposit will be returned to parents by way of a deduction from the first invoice. 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.

* + 1. Children who join Dore Primary part-way through the academic year may also apply for a place at Breakfast club by submitting a completed Registration Form and £50 deposit.

# Breakfast Club Sessions and Opening Times

## A Breakfast Club session (“Session”) will operate every day during School term time from 7:30am to 8:30am. At 8:30am each infant child will be escorted to the door of their classroom and handed over to their class teacher. Junior aged children and Year 2 children will be escorted to their appropriate entrance.

## 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.

# Payment of fees and refunds

## Payment of Fees

### The School Office can advise parents of the current fee for a Session at Breakfast Club. Fees are subject to review by the School Governors and any changes will be notified to parents a term in advance.

### Fees are payable in advance upon receipt of the invoice from School. Invoices detailing the charges and sessions booked will be issued 3 times a year around the start of each new school term. Parents may pay the invoiced amount in 2 instalments. The full price per child per Session applies to all children with the exception of siblings who are entitled to a 5% discount

### 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.

## Refunds

### 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.

### 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 term.

# Additional Sessions

## It may be possible to accommodate your child at Breakfast Club for an occasional ad hoc 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.

## Additional sessions must be booked at least 24 hours in advance before the Session is due to commence.

# Changes to days and cancelling your place

## 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.

# Cancellation of a Breakfast Club Session

## 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.

## Cancellation due to snowfall

### In the event of snowfall, parents should assume that Breakfast Club is open unless School advises otherwise. If Breakfast Club is closed due to heavy snowfall, School will endeavour to contact parents via text message as soon as is practicably possible. Please not that on occasion, although it may be possible to run Breakfast Club, if insufficient numbers of staff can get to School then it may not be possible to safely open the School, in which case Breakfast Club would not take place.

## Cancellation due to other circumstances

### In other circumstances, such as where a problem exists with the School heating, electricity or water supply, a text message will be sent to parents as soon as is practicably possible, notifying parents that Breakfast Club will be closed.

### In circumstances where School is forced to open late, Breakfast Club will be closed and again, parents will be notified by text.

### **Induction**

### 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.

### **Arrivals at Breakfast Club**

### Children should enter the door next to the School Office, where a member of staff will sign them in. 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](mailto:enquiries@dore.sheffield.sch.uk) who will then pass on this information to the appropriate class teacher.

### The Club opens at 7.30am each day. Please do not drop children off before this time,nor can they be left unaccompanied on school premises before this time.

### **Children with Special Educational Needs**

### Breakfast Club is open to all children who can safely be looked afterwithin a normal classroom staffing ratio.  Breakfast Club will endeavour to accommodate all children however where a child has additional needs 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**s**, Breakfast Club regrets that it will not be possible to register your child for Breakfast Club Sessions.

### 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.  In these circumstances, each place at Breakfast Club will be allocated at the discretion of the head teacher.

### **Behaviour Policy**

### Each child attending a Session at Breakfast Club will be required to follow the Schools Behaviour policy.  In the event that a child does not follow the School Behaviour policy, then their place at Breakfast Club may be terminated.  The head teacher’s decision on this matter will be final.

### The behaviour policy for the School can be found at <http://www.dore.sheffield.sch.uk/parent-information/policies>

# Illness

## 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 inform Breakfast Club directly.

## 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.

# Accidents and first aid

## Every precaution is taken to ensure the safety of the children at all times. Breakfast Club staff will include a qualified first aider. If your child has an accident whilst in our care, you will be informed in line with the normal School policy.

# Medication and medical conditions

## Breakfast Club will administer medication in line with the School’s Administering Medication Policy.

## If your child has any medical conditions (e.g. allergies) please ensure you inform us as part of the registration procedure.

## Sun cream

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

# Breakfast

## Breakfast Club will provide breakfast for all children attending a session. An example of the breakfast that will be provided is fruit and yoghurt, low sugar cereals and toast with milk, juice or water

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

#### **Parking**

#### There is no parking on the school site. If you are parking on Furniss Avenue, we ask that you park considerately and do not block driveways.

# 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](mailto:breakfastclub@dore.sheffield.sch.uk)

# Compliance with General Data Protection Regulations

## 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.

# Raising Concerns

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