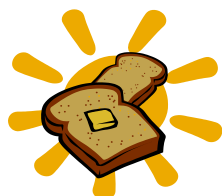


HOLY TRINITY SCHOOL BREAKFAST CLUB

Holy Trinity C of E Junior School
Bute Road
Wallington
SM6 8BZ



020 8647 7496

Parent & Carers Information Guide

A good breakfast and seeing friends starts the day well!

Please read this leaflet carefully as it contains information you need to know and terms and conditions you need to comply with. After reading through this guide, if you wish to register for a place for your child, please complete the application form enclosed for each child and return it to the School Office.

Essential Information

The Breakfast Club is run and managed as part of the school and hence it is registered with Ofsted under the same registration number, 102991 and subject to inspection at the same time as the school.

Opening times: 7.30am to 8.40am

Fees (per session):	Before 8am	£5.00
	After 8am	£4.75
	After 8:20am	£1.50

Meals

The Club provides a healthy choice of fresh fruit, cereals and toast. Milk and fruit juice is provided at breakfast and water is always available. Children are able to have second helpings of food if they wish and the Club will always encourage healthy eating habits in line with new School Food Regulations. If your child is allergic to any food or has any special dietary needs, please specify this on the application form.

If your child will be eating at the club please note that breakfast finishes at 8.15am.

Activities

The Club provides a range of arts and craft including Lego and table top games. From 8.20am the children are taken outside for play and have access to the playground equipment, footballs and skipping ropes.

Please note that children are asked not to bring in their personal possessions or games as neither the Club nor the school can be held responsible for any loss or damage to personal property.

Staff

The Breakfast Club has three staff who work on a rota basis; there will be two at any time. They are experienced in childcare and play work. The team is supplemented from time to time by other school staff who can provide cover for the permanent staff. They are all included in training provided by the school such as child protection, first aid and school policies.

Terms and Conditions

- ❖ All sessions must be booked in advance via the Parentpay.
- ❖ **No booking will be taken without payment having been made.**
- ❖ Parents/carers of all children attending the Club must have completed an application form and notified the Club of any special medical, dietary or other needs.
- ❖ Children must be brought to the Breakfast Club by the parent/carer. It is the carer's responsibility to ensure that the child gets safely to the Breakfast Club.
- ❖ **Children should not be left alone outside the school**
- ❖ Children should not bring any food, toys, games, money or valuable items to the club unless by prior agreement with the club.
- ❖ School rules must be adhered to and behaviour concerns dealt with in line with the school policy.
- ❖ Respect for and proper use of all property, equipment and the premises is essential and must be observed at all times.
- ❖ Parents/carers must familiarise themselves with the Club's policies and procedures and ensure their children are also aware of them.

Club Policies and Procedures

1. Admissions

The Breakfast Club has capacity for up to 32 children. All bookings must be made in advance **by 7am** on the day of the requested session via Parentpay.

2. Cancellations / Non-attendance

Please phone the school office if you wish to cancel a booked session or please cancel via Parentpay. N.B. The school phone will be answered between 8am and 4.30pm so you may need to call the day before.

If you have booked a session and your child does not attend you will still be charged for the session at the lower rate of £4.75. If your child is absent from school, we will automatically cancel your booking for that day and you will not be charged.

3. Payment of fees

The cost of Breakfast Club is £5 per session before 8am, £4.75 after 8am and £1.50 after 8.20am. **Monies must be paid in advance** and the price is the same irrespective of whether your child has a breakfast or not.

Fees are paid using ParentPay online at www.parentpay.com. Please ask the Office for a username and password if you do not already have access. For new children, details will be sent out on the day your child starts.

As stated above, fees must be paid in advance and children will not be allowed to continue at the club if arrears are not paid promptly. Should you consider that there are special circumstances, please make this known to the school office. This will be treated in the strictest of confidence. Please remember that the club relies on your fees to meet its running costs and is a non-profit club.

The club also welcomes childcare vouchers and is already registered with the Co-op, Edenred, Computershare Vouchers, Care-4, Kiddivouchers, Sodexo, Fideliti, Corportate Childcare Solutions group (CCSG) and Busybees Benefits – please contact the school office to confirm details of any new provider. You can still check your balance on Parentpay, after allowing time for the transaction to be manually updated by Office staff.

4 Behaviour

Children are expected to keep to the rules of the school during their time at the Breakfast Club, and an information sheet informing you of the behaviour expectations and actions taken to deal with behaviour issues is attached for your information (Appendix I).

5 Child Security

Parents/carers are asked to bring the children in to register on the sign in system at the school reception every day. At the end of the Club, the children will be dismissed to their classes.

If contact details change, including emergency contacts, please ensure that Breakfast Club staff are advised promptly.

6. Safeguarding

The Club is legally bound to report any forms of safeguarding concerns to the school's designated person.

7. Illness and Welfare

The Club employs a qualified First Aider. Should your child become ill during this time and is considered too ill to be cared for by staff, you will be informed immediately and asked to come and collect them.

Please ensure that the Club is informed of any circumstances that could affect the child's welfare or behaviour by including this on the application form and discussing this further with the staff.

The club makes every effort to accommodate and welcome any child, and will work in liaison with parents to take reasonable steps to meet specific needs. Parents should note however that Breakfast Club is funded solely by the fees paid by parents of children attending and therefore we are unable to offer 1:1 support for your child

ALL BOOKINGS MUST BE MADE IN ADVANCE VIA PARENTPAY

Appendix I Behaviour Expectations

Behaviour expectations in Breakfast Club are the same as expectations in school in general. Children are expected to speak politely to adults and other children, play sensibly and to follow instructions given by adults.

Breakfast Club staff follow these steps when dealing with behaviour issues:

1. A reminder is given of expected behaviour and the school rules
2. A warning is given that the behaviour is unacceptable and should stop.
3. If the behaviour does not stop then the child will be asked to sit on a bench or stand by the member of staff for a few minutes if they are outside.
4. If the child will not stop the behaviour or refuses to do as asked, Breakfast Club staff may involve a member of Senior Leadership Team in order to reflect and repair.
5. If a pupil needs to be removed from Breakfast Club, the child will be supervised by a member of the SLT.
6. That member of SLT will discuss with Breakfast Club staff appropriate consequences. Parents may be contacted by the school making it clear that the behaviour happened during Breakfast Club.
7. If poor behaviour persists there may need to be a meeting with parents.

Holy Trinity School Breakfast Club

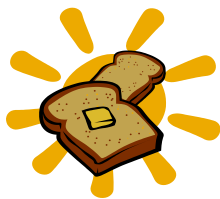
Holy Trinity C of E Junior School

Bute Road

Wallington

SM6 8BZ

020 8647 7496



Membership Application 2025/26

Child's Name _____ DOB _____

Class _____

Address _____

Post Code _____

Parent/Carer's Name _____

Telephone Number Home _____

Mobile _____

Work _____

Emergency Contact Name _____

Emergency Contact Telephone Number _____

Which days do you wish to use Breakfast Club? (Please delete as appropriate)

Monday

Tuesday

Wednesday

Thursday

Friday

Starting Date Required _____

Does your child have any medical conditions/food allergies/other factors about which we should know?

YES / NO (Please delete as appropriate)

If YES, please provide details

I wish to apply for membership of the Club for the above child. I have been given and have read a copy of the terms and conditions of the Club and agree to abide by these.

Signed _____

Name (Please Print) _____

Date _____

Unless you hear from us to the contrary, your child will be able to attend the club once sessions are booked and paid for