



## Woodlands Primary School – Breakfast Club Agreement

**This agreement applies from Monday 18<sup>th</sup> March 2024**

We are proud to run Woodlands Breakfast Club to support our pupils and families to give them the best start to the day. In line with the school's highly inclusive ethos, Breakfast Club is a nurturing environment run by our staff.

Thank you in advance for supporting us in providing the best possible care for your children.

***This document details the information parents and carers should note when choosing Breakfast Club at Woodlands Primary School. It also outlines procedures to be followed by parents and carers when a place in Breakfast Club is provided to pupils.***

### General Club Information

- Breakfast Club operates from 7.40am until 8.40am.
- Children should arrive at Breakfast Club no later than 8.00am to be eligible for breakfast.
- Breakfast Club charges are £4.00 per session.

In the unlikely event that the Breakfast Club is cancelled by Woodlands Primary School, there will be no charge, payments made will be refunded, and as much notice as possible of this event will be given.

### Booking and Paying for Breakfast Club

- Booking and payment for Breakfast Club is the responsibility of parents/carers via the MyCAS app.
- Bookings for Breakfast Club must be made according to Woodlands Primary School's set procedures, **24 hours in advance. This is for safeguarding purposes.**
- Payment for the club is strictly required **at the time of booking** – this secures your child's place.
- Any booking requests for Breakfast Club that are **not** paid for at the time of booking, **will not be secure, and your child will not be able to attend.**
- **Breakfast Club will not accept any child into the club without prior booking and receiving payment in full.**
- If you urgently require Breakfast Club, in the event of an emergency or due to unforeseen circumstances on an exceptional occasion, it is essential that you contact the school first to discuss this. Contact details are:

[admin@woodlandsprimaryyate.co.uk](mailto:admin@woodlandsprimaryyate.co.uk)      Tel: 01454 866535



- **Do not send your child to Breakfast Club without prior agreement and payment.**
- If your child is absent from school due to sickness, Woodlands Primary School reserves the right to retain payments made in advance for the clubs, but will happily discuss individual circumstances with parents/carers to reduce financial burdens in these situations (if possible).

### **Safeguarding/Health & Safety/Behaviour**

- During Breakfast Club, children will be given breakfast and drink that is of nutritional value.
- Well-maintained age-appropriate resources, games and equipment will be available for all children who attend our Breakfast Club.
- It is essential that parents/carers provide us with all details of special educational needs, special dietary needs, health, social, sensory or ethnic food/drink requirements for any child prior to starting our clubs.
- Breakfast Club will provide all children with a learning and playing environment where they feel safe, secure and in accordance with Woodlands Primary School's culture of nurture and inclusion.
- If a child becomes ill whilst attending Breakfast Club, we will contact you directly and you may need to collect your child early.
- In the event of an accident, our qualified first aiders will conduct simple first aid and complete an accident/injury form. You will receive a copy of this form upon collection.
- In the event of a more serious accident/injury, according to Woodlands Primary School's policies, staff will immediately call an ambulance, inform the Senior Leadership Team and you will be notified of the accident. If you are unavailable, we will contact another emergency nominated person. An accident/injury form will be completed and you will receive a copy.
- It is a parent/carer's responsibility to inform us of any changes in circumstances that may affect the care we provide to children whilst in our clubs, including changes of emergency nominated contacts.
- **Children must be signed in by a parent/carer. Children from Reception to Year 6 will not be permitted into Breakfast Club without a parent/carer signing them in. You will be contacted if your child arrives at breakfast club without a parent/carer.**
- If a child's behaviour becomes such that it affects the care or safety of themselves or others, we will request that you visit the school to discuss the matter.



I have read and agree with all the terms and conditions set out in this Woodlands Breakfast Club Agreement.

Name: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_