



## **Keston CE Primary School**

### **Breakfast Club**

#### **Terms and Conditions**

Keston Church of England School (the school) is an academy within the Aquinas Church of England Education Trust (Aquinas). Aquinas trading as the school will run a breakfast club for children attending the school at a cost of £5.50 per session.

The school's breakfast club (the club) gives a warm and friendly welcome to each child on arrival at 7.30am and ensures that at the end of each session (8.40am) that the child is taken to the school playground which is supervised by a member of school staff.

At the club children will be offered a breakfast consisting of juice, milk or water and cereal and/or toast. The club will only provide food that is appropriate and meets current guidelines regarding healthy eating. The remainder of the time will be spent taking part in appropriate activities, which will be supervised by suitably qualified staff. The above are collectively termed the club services.

#### **Absences**

If a child is going to be absent from a session, parents must advise the club leader in advance on the school contact number.

#### **Admissions and Waiting List**

The availability of places at the club can be ascertained from the club leader. Places and sessions at the club are offered on a 'first come first served' basis. Where a place is offered and accepted, the parent/carer must complete the form at appendix A. Where there are more applicants than places, the school will operate a waiting list also compiled on a 'first come first served' basis. A child will be placed on the waiting list on completion of the form found at appendix A. When a place becomes available at the club the next child on the waiting list will be offered.

#### **Administration of Medicines**

If a child needs to be administered a medicine, the school's policy will be followed which requires the appropriate medical form to be completed.

#### **Arrivals and Departures**

The club leader will keep an accurate record of all children in the club and the sessions, which they attend. The club leader will keep the day to day register of arrival and departures from the club at each session. The register will be kept in an accessible location on the premises at all times. This process will be supplemented by regular head counts.

Children must be signed into the session register by their parent/carer. Where a child has not registered for a session by 8am (and the club leader has not been notified of an absence), the club leader will take steps to verify the absence



### **Fees, Invoicing and Payment**

The level of fees will be set by the headteacher, it will be reviewed annually. For the academic year 2017-2018, the fees per session will be £5.50 which includes breakfast.

Fees are payable half termly and must be paid on the first school day of the start of each half term. Payment must be made using the school gateway.

The fees will be based on the number of sessions the parent/carer has applied for on Part A of the booking form (appendix B), which must be completed 2 weeks prior to the end of each half term. The club leader will complete Part B of the booking form confirming the fees and payment date.

Ad hoc sessions maybe booked where places are available, but a minimum of 1 weeks' notice is required for the booking of ad hoc sessions and the club leader will record these. Ad hoc session will be in advance as they are requested via the school gateway.

Payment is required even if your child is unable to attend the sessions booked and there will be no refunds as a result of absences. The school reserves the right to vary this provision in exceptional circumstances such as the long term sickness of the child.

Where payment is not received by the payment date, the club leader will contact the parent/carer requesting payment within 1 calendar week. Where payment is not received within this period, the child will not be able to attend the breakfast club session(s) until payment has been received.

Where there are persistent failures to pay the fees, the school reserves the right to withdraw the place.

The school is Ofsted registered and as such is hoping to be able to accept childcare vouchers. In addition, the school's breakfast club will be an eligible provider for the Government tax free childcare scheme and childcare tax credits (if you are eligible). If you are using any of these means of payment, please advise the school office in the first instance.

### **Times**

The club will run from 7.30am until 8.40am at which time the child is taken to the school playground, which is supervised by a member of staff.

### **Policies**

The school's policies apply to the club together with the policies of the Aquinas Church of England Education Trust.



**Appendix A**

**Keston CE Primary School  
Breakfast Club  
Registration and Application Form**

<b>Name of Child</b>	
<b>Name of Parent/ Carer</b>	
<b>Address</b>	
<b>Class:</b>	
<b>Parent/ Carer Contact Number</b>	
<b>Parent/ Carer email</b>	
<b>Emergency Contact Name</b> <b>Relationship to child</b> <b>Contact number</b>	
<b>Date of registration for an offered place</b> <i>(to be completed by school office)</i>	
<b>Date of application for a place</b> <i>(to be completed by school office)</i>	

**I confirm that I have read the terms and conditions of the Keston Breakfast club.**

**Signed by Parent/ Carer .....**

**Date .....**



**Keston CE Primary School**

**Breakfast Club**

**Booking Form (Part A)**

The contract for the provision of the club services is between Aquinas Church of England Education Trust trading as Keston CE Primary School (the school) and the Parent/Carer in relation to the Child for the sessions detailed in this booking form at a cost of **£5.50** per session, which will be paid half termly on the first school day of each half term.

Please tick the days of the week you wish you child/ children to attend on a weekly rota.

<b>Parent/ Carer</b>					
<b>Child</b>					
	Mon	Tues	Wed	Thur	Fri

**RETURN the booking form to The SCHOOL OFFICE by Tuesday 27<sup>th</sup> March 2018.**

I will be (please tick as appropriate):

Self-Funding	
Employer Childcare Vouchers	
Childcare tax credits	

Any dates you know your child will not be attending:

I confirm that I have read the terms and conditions of the Keston Breakfast club.

Signed by Parent/ Carer ..... Date .....

**Please tick your sessions below. Payment to be paid by No later than Friday 20<sup>th</sup> April 2018, through the school gateway.**

	£5.50
1 Day a week	X 6 week = £ 33.00
2 Day a week	X 6 week = £ 66.00
3 Day a week	X 6 week = £ 99.00
4 Day a week	X 6 week = £132.00
5 Day a week	X 6 week = £165.00

Don't forget to adjust your payment if your day falls on **Bank Holiday 7<sup>th</sup> May and Inset day 25<sup>th</sup> May**

Breakfast Club email address: [heidi.brooks@keston.bromley.sch.uk](mailto:heidi.brooks@keston.bromley.sch.uk)

**PAYMENT DATES: MONDAY 16<sup>TH</sup> APRIL TO THURSDAY 24<sup>TH</sup> MAY 2018 – 6 WEEK TERM**