



Breakfast & After School Club Terms and Conditions Sept 2025

Our aims

We aim to provide a high quality service which meets the needs of both parents/carers and children. For parents/carers this means knowing that your child is safe and happy in an environment that is reliable and provides a consistent service. For a child, this means an environment that is safe, supportive, encouraging, challenging and a place to be with friends and to make new ones.

Times

Breakfast Club will open at 7.30am and the children will be released to school at 8.45am for the start of the day.

After school club will run from 3.05/10/15pm (depending on which cohort) and will close promptly at 6.00pm.

Bookings for Breakfast Club and After School Club.

Bookings will be taken for each half term from 2 weeks before the end of the current term, all regular sessions will roll over to the next half term unless advised by a parent/carer. Places can be booked by contacting the school office by phone or email; we will confirm the availability via email.

Ad hoc bookings can be requested by email or phone up unto 2.45pm the school day before the place is required. Places will be given based on availability. No child can attend the club without a booking. Once a place has been booked a charge will be incurred for that place unless the cancellation policy has been followed.

The breakfast club will be available each day that the school is open, the after school club will be available each day the school is open with the exception of the last day of each term, where the school day finishes early.

Fees (from September 2025)

Fees are stated below and are the responsibility of each person who has signed the terms and conditions or who has parental responsibility for the child.

- £7.00 per breakfast club session
- £12.50 per after school club session

Outstanding fees will show on your child's Tucasi account when the places have been booked, we would suggest paying monthly so that the account is cleared every half term end. If payment is not received by the end of the half term, the school reserves the right to cancel a child's place.

No refund will be given for sessions only part attended. No partial refund will be given if a child leaves/arrives without having any food.

If the school closes the clubs due to unforeseen circumstances, parent/carers will not be charged for these sessions.

A fee of £5.00 will be charged for each 5 minutes that a child is picked up late from after school club (from 6.00pm).

Cancellation of sessions

If parents/carers do not wish their child to attend a regular/booked session they must notify the school at least 5 working days prior to that session, failure to do so will incur payment in full whether the session is attended or not.

If your child is unwell and is unable to attend breakfast or after school club, unfortunately you will still be charged for the session(s).

Welfare of the child

The school's safeguarding policy and procedures will be followed by staff, who will refer concerns directly to one of the school's Designated Safeguarding Leads or an appropriate safeguarding agency. Members of staff are employed by the school and will follow school policy in the event of an accident or emergency. In an emergency the club will use the contact telephone numbers that parents have supplied to them so please ensure these are always up to date.

Accidents

All accidents are documented in an accident book; information will be passed to the child's class teacher or parent/carer.

Discipline

The parents/carers hereby confirm that they accept the authority of the managers and staff to take all reasonable disciplinary or preventative action necessary to safeguard and promote the welfare of each child and the club community. The club will follow the whole school behaviour policy and the anti-bullying policy of the school. Parents/carers may be required to remove a child temporarily or permanently if the conduct of the child is unacceptable.

Confidentiality

Parents/carers agree to inform the Head Teacher or Home School Link Worker of any information necessary to safeguard or promote their child's welfare or avert the risk of harm to their child or other person. Club staff will be informed of sensitive issues concerning the child on a "need to know basis".

Complaints

Parents/carers who have a cause for complaint in relation to matters of quality, safety or care must inform staff without delay. The club will follow the school's complaints policy.

Lost property

The club will not be liable for loss of property brought onto the premises by a parent/carer or child.

Access

Access to the club will be from the main entrance to the lower building (Pendleton Road entrance).

Policies

The breakfast and after school club is a community run club, therefore follows all policies and procedures of St John's Primary School unless otherwise stated in these terms and conditions.

These terms and conditions will be reviewed on a regular basis.

Signed by Parent/Carer:

Print Name:

Parental Responsibility: Date