

Brockwell Junior School

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Headteacher: Miss Catherine Holmes
Deputy Headteacher: Mrs Emma Crutchley

10th December 2019

Dear Parents and Carers,

BREAKFAST CLUB JANUARY-FEBRUARY 2020

Thank you for expressing an interest in accessing our Breakfast Club. The club is only available to children attending Brockwell Juniors at this time.

Please complete the booking form and pay via 'ParentPay'. If you have any questions, please contact Julie Murcott via enquiries@brockwell-jun.derbyshire.sch.uk (not available on Mondays).

Once again, thank you for expressing an interest. To go ahead, please return the booking form ensuring that you have read and signed the 'Terms and Conditions'.

Yours sincerely,

Julie Murcott

Breakfast Club

I wish my child to attend Breakfast Club and have read, signed and returned the 'Terms and Conditions'.



Child's Name (*print*)

.....

Emergency Contact (1) number during club time:

.....

Emergency Contact (2) number during club time:

.....

Relevant medical / dietary information:

.....

.....

Any other important information:

.....

.....

I would like to book the following sessions at £2.50 per session payable on ParentPay (please indicate with a tick which sessions you would like to book): -

Week Beginning	Monday	Tuesday	Wednesday	Thursday	Friday
06.01.2020					
13.01.2020					
20.01.2020					
27.01.2020					
03.02.2020					
10.02.2020					

This form will be kept in the Breakfast Club Room for staff to access during the club.

Signed.....

Brockwell Junior School Breakfast Club

Working Together to...be Safe, Smile and Succeed

Terms and Conditions

General

1. The Breakfast Club is open to children attending Brockwell Junior School and is run by school staff.
2. The club is open from 8.00am from Monday to Friday during term time only.
3. The club provides a balanced breakfast (cereal, toast with topping and fruit juice/milk/water to drink) and activities for children before school begins.
4. The last breakfast will be served at 8.35am.
5. Children must be accompanied to the club by an adult and arrive at the school hall via the front entrance where the child should be handed over to a member of breakfast club staff. Under no circumstance should children be dropped off at the bottom of the drive and left to walk in by themselves. **A responsible adult / Parents must sign their child in each day.**
6. After the Breakfast Club ends the children will go directly to their class ready for the start of school.

Bookings

7. Bookings must be made on the school booking form available from the school office. A copy is also available on the website.
8. Enquiries regarding the Breakfast Club should be made through the school office.
9. A booking request must be made for a regular place. We aim to accommodate all requests made. However, places at the club are limited.
10. If we are unable to offer you a regular place on your chosen day(s) we will retain your details on a waiting list and we will endeavor to contact you should a place arise.
11. Your child's place at the club will be confirmed. Once your day(s) are confirmed you will be guaranteed your requested day provided all payments are made when required, attendance is regular and your child's place at the club has not been withdrawn (see sections 20 and 21)
12. Please inform the school if you no longer require your child to attend breakfast club.
13. In the event that you would like to change the days that your child attends the Breakfast Club a new booking form must be completed with your new requirements.

Payments

14. The charge for each session is £2.50 per child. Booking forms requesting advanced payment by Parentpay are available from the office. You can pay either in full or installments if you prefer, but full payment must be received by 1 week prior to the end of a term. **If Payment in full has not been received by the end of the term NO place will be offered in the following term until full payment has been received.**
15. All payments are non-refundable as provisions are purchased based on the number of places a child is registered for. Refunds/credits will not be given for non-attendance/cancellations unless there are exceptional circumstances. This decision will be made by the school.
16. Unless it is requested by the school, children should not bring their own toys, games or any items of value onto the site. We are unable to accept responsibility for such items.

Dietary Needs and Medical Conditions

17. We are unable to administer medication to a child at the club unless it is emergency medicine such as an Epi-Pen or an inhaler for which parents must have completed a 'Request and Consent for the Administration of Medication in School' form available at the school office. It is the parent's responsibility to ensure that all medication provided to the school has not exceeded its expiry date and is marked clearly with your child's name.
18. It is the parent's responsibility to disclose any special dietary needs or medical conditions on the booking form.
19. Children are not permitted to bring their own food to breakfast club unless this has been agreed in writing by the school in advance of their attendance at the club.

Withdrawing an offer of a place

We reserve the right to withdraw an offer of a place in the following circumstances:

20. Unacceptable behavior resulting in distress or disruption to adults or children at the club.
21. Where a child has not attended the club for their allocated session for a period of 3 consecutive weeks.

Working Together to...be Safe, Smile and Succeed

Medical

If your child requires an inhaler/Epipen or any other long-term medication, could you please bring them (named) and hand them into the Breakfast Club staff. These will be kept in a first aid box to be used if needed. This is extra to the supply they already have in school, as they will be kept in your child's class. Consent forms as part of routine school procedure are available from the office.

Agreement

These Terms & Conditions represent the entire agreement and understanding between parents and Brockwell Junior School. Any other understanding, agreements, warranties, conditions, terms or representations, whether verbal or written, expressed or implied are excluded to the fullest extent, permitted by law.

We reserve the right to update/amend these Terms & Conditions at any time. One month's notice will be given of any changes made.

Parent:

I have read and understand the Terms & Conditions as shown and agree to comply by them.

Signature_____ Date:_____

Print Name: _____

This section to be signed by the person paying the Breakfast Club, if different from the above. I have read and understand the Terms & Conditions as shown and agree to comply by them.

Signature_____ Date:_____

Print Name: _____

Catherine Holmes

Signature Date:- October 2019
On behalf of Brockwell Junior School