



ST MICHAEL'S
C of E PRIMARY
HIGHGATE

Breakfast Club Agreement

Date of issue	July 2019
Renewal date	July 2020
Responsible for this policy	Hannah Prior Finance Officer

*To nurture and inspire our children to develop a love of learning in a supportive
Christian community and become the best they can be*



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Introduction

Our Breakfast Club is run by St Michael's staff and exists to provide high quality out-of-school hours childcare for our parents. It provides a range of stimulating and creative activities in a safe environment.

The club operates from 7.45am-8.50am term time, and current costs for each session are £6 for a whole term advanced booking or £7 for a drop-in session.

Admissions

- Only children attending St Michael's CE Primary School and Nursery are eligible to attend Club.
- All places are subject to availability.
- Children's attendance is recorded in a register.
- Children with an advanced booking will have a place booked on the register.
- Children attending as drop-in may be refused entry if club is at capacity.

Arrival and Departure

- Parents and carers are required to bring their child to the Nursery access gate in the school's top playground and sign them in with Breakfast Club Staff.
- Children must arrive at Breakfast Club by 8am.
- Children in Early Years and KS1 will be taken to class at 8.50am by a member of Breakfast Club Staff.
- Children in Years 3&4 will stay with Breakfast Club staff until their class walks into school past the Infant Hall, when they will join their class line.
- Children in Years 5&6 will be allowed to walk to their classrooms at 8.45am for a soft start entry.

Daily Routine

- **7.45am – 8am** parents and carers bring their children to Breakfast Club, meeting staff at the pedestrian gate in the top playground.
- **7.45am – 8am** children are escorted to the Infant Hall by staff where a range of activities are set out on the tables.

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- **8am** all children must have arrived for Breakfast Club. No late entries after the club has started at 8am.
- **8am** children wishing to have breakfast wash their hands ready to enjoy a freshly prepared breakfast.
- **8.30am** tidy up time encouraging the children to take responsibility for the Breakfast Club environment.
- **8.45am** children collect their coats and bags and are escorted to their appropriate dismissal points playground where they meet up with the rest of the children awaiting the start of school. With the exception of children in Years 5&6 who go straight to class for a soft start.

Behaviour

Everyone at St Michael's has the right to feel welcome, secure and happy in a positive environment. It is everyone's responsibility to promote good behaviour. You must be familiar with and conform to the school's Behaviour and Discipline Policy which can be found at

<http://www.stmichaelsn6.com/pages/main/school-information/policies.php>

Safeguarding Children

Breakfast Club Staff are familiar with and conform to the school's Safeguarding Statement and regulations held on the school website and available from the following link:

<https://stmichaelsn6.com/wp-content/uploads/2017/06/Safeguarding-and-Child-Protection-Policy-2017-new-logo.pdf>

Health and Safety

The club leader is responsible for ensuring that all staff using the school premises during the club are aware of exits, emergency exits and know the location of fire-fighting equipment and emergency telephones. No exits or corridors may be blocked or fire-fighting equipment removed. You must be familiar with and conform to the school's Health and Safety Policy.

Club leaders must complete a risk assessment for their club, which must be reviewed every 2 years unless there is a change to the club format or running, in which case a new risk assessment must be completed.

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Fire

In the event of a fire an alarm will sound, children and staff will exit the hall and go to the top playground where a member of staff will take a register to ensure all are accounted for.

First Aid and Medical Emergencies

- All accidents will be recorded in the Breakfast Club accident book, accurately reported to the parents and carers via phone if necessary (parents are called for head and back bumps or any serious injuries requiring further medical attention) and signed by a member of Breakfast Club staff.
- If a child has an injury which requires professional medical attention then the club leader will telephone for an ambulance and also telephone and inform the child's parents. The child must be accompanied to the hospital by an adult whom they are familiar with from the club (unless the parent arrives at the school before the ambulance leaves).
- Accident records must give details of: time, date and nature of the accident, details of the child involved, type and location of the injury, action taken and by whom.
- All incidents are dealt with by a qualified first aider.
- Parents of any child who becomes unwell during Breakfast Club will be contacted immediately.
- All asthma pumps, epi pens and medication which a child may be prescribed are kept in their own clearly labelled box in the nearest Medical Cupboard to their classroom. If a child requires their medication staff will check their Health Care Plan, located in their medical box, for dosages and procedures parents have asked to follow for that child. Staff must record the giving of any medication on the form provided in the back of the Health Care Plan. If a child is given medication during a club this will be reported to their parents and the school office.

Payment of Fees

It is a requirement of the club that parents pay their fees promptly in accordance with the payment schedule. Fees are to be paid in advance, and payment is due for all sessions booked in advance for the term even if your child is unable to attend their booked session.

St Michael's CE Primary has the right to forfeit sessions until payment is made in full.

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If a parent is experiencing difficulty with payment of their fees, they should contact the school finance team as soon as possible. Our staff will treat all matters confidentially and arrange for discussions in private.

All fees must be paid online using the school's online payment system Scopay.

Procedure for payment of fees:

- Advanced bookings for the term will be populated 1 week prior to the end of the term before or as soon as the parent requests a new booking to be made.
- Advanced bookings are due for payment by the first day of each term.
- All fees must be paid online using the school's online payment system Scopay.
- If payment is not received by the due date a reminder email is sent to parents asking for immediate payment.
- This is followed up with a text and a phonecall if payment is not received within 1 week.
- Drop-in booking fees will be added to a child's Scopay account at the end of each week and parents sent a text to remind them that this fee has been added to their child's account for immediate payment via Scopay.
- Any fees not settled within 1 week are followed up with a text and a phonecall.
- Any outstanding fees at the end of each term are passed onto the School Business Manager to contact parents directly.

Notice Period

Parents / guardians are required to give appropriate notice of half a term of your intention to cancel a Breakfast Club advance booking.

Data Protection

In accordance with GDPR we will hold the personal data supplied herewith in order to fulfil the objections of this contract. Please see our Privacy Notice online at www.stmichaelsn6.com and our Data Protection Policy for further information.

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St Michael's Breakfast Club Agreement

This agreement is between St Michael's CE Primary and you, the parent(s) / guardian(s) of the child named below.

NAME OF CHILD

CLASS

NAME(S) OF PARENT(S) / GUARDIAN(S)

I read and understood the Breakfast Club Agreement and agree to make payments to St Michael's CE Primary in advance and when notified.

Please indicate below the days which you require an advanced Breakfast Club Booking:

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
SESSIONS					

Your child's Scopay account will be populated for the coming term with these days and you will receive an email asking for advanced payment.

The sessions in this contract are 7.45-8.50am and children must arrive by 8am.

PARENT / GUARDIAN SIGNATURE

PRINT NAME

RELATIONSHIP TO CHILD

DATE

SIGNED ON BEHALF OF ST MICHAEL'S CE PRIMARY

DATE

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St Michael's Breakfast Club Pupil Registration Form

Pupil Personal Information

SURNAME:		FORENAME:	
HOME ADDRESS:			
POST CODE:		TELEPHONE:	

Parent / Guardian 1 Information

TITLE:		FORENAME:		SURNAME:	
MOBILE:					
HOME:					
WORK:					

Parent / Guardian 2 Information

TITLE:		FORENAME:		SURNAME:	
MOBILE:					
HOME:					
WORK:					

Other Contact Information

TITLE:		FORENAME:		SURNAME:	
MOBILE:					
HOME:					
WORK:					
RELATIONSHIP TO CHILD:					
TITLE:		FORENAME:		SURNAME:	
MOBILE:					
HOME:					
WORK:					
RELATIONSHIP TO CHILD:					

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Pupil Medical Information

DOCTOR'S PRACTICE:	
PHONE NUMBER:	
MEDICAL CONDITIONS:	
IS THERE A HEALTH CARE PLAN IN SCHOOL?	

Pupil Dietary Information

ANY ALLERGIES?	
VEGETARIAN / HALAL ETC?	
PLEASE SPECIFY FURTHER DETAILED INFORMATION OF DIETARY REQUIREMENTS:	

Please hand in at school office on completion or email to admin@stmichaelsn6.com