



ST MARGARET'S ACADEMY BREAKFAST CLUB POLICY

At our Breakfast Club we believe in open communication with all our stakeholders. This policy is presented to help ensure that everyone involved understands what we are trying to achieve. It will be reviewed and updated annually.

Capacity:

The Breakfast Club has 3 permanent members of staff. Numbers are restricted to 50.

Sessions:

The Breakfast Club will run Monday to Friday term-time only. Session times are 7.45 am until 8.45 am when children go directly into class. Children are escorted by an adult to their classroom. Sessions must be booked and paid for in advance using the school gateway. Spaces are available on a *first come first served* basis only. If the club is full **no** exceptions will be made.

Charges:

The Breakfast Club operates a flat rate charging policy of £3.50 per session.

Payment:

Payment is required at the time of booking sessions via the school gateway. Parents are responsible for cancelling sessions that are not required by using the school gateway or calling the school office. Refunds will not automatically be made for any missed booked sessions unless the parent makes contact in advance.

In the event of any fees remaining unpaid or parents breaching any of the Terms and Conditions, or if the Headteacher deems such action necessary, the Academy reserves the right to terminate a child's place.

Receipts for Breakfast Club can be provided on request. Please note that if you are claiming Universal Credit for these sessions invoices cannot be provided for future sessions.

Included in the Charge:

Children will be cared for by the Breakfast Club Supervisor and Assistants. A variety of age appropriate activities will be available for the children to take part in, including quieter options to give the children the opportunity to relax if they wish to. The Breakfast Club will use the designated classroom and school grounds to operate.

Activities may include but will not be limited to:

- Reading
- Board games
- Physical activity
- Other themed activities deemed suitable

Food & Drink:

A light breakfast of Toast will be served up until 8.25am

Ethos & Policies:

The After School Club will function under the ethos of all school policies and Values
e.g. Behaviour Policy

Reviewed April 2024