



Breakfast Club

User guidelines

Registration

Before starting the Club, please complete an application form and return this to the school office staff. If this is not received before the child is due to start attending the Club then their start date will have to be delayed.

Bookings

Booking a place at the Club may be done by initially completing an application form and returning it to the school office staff. This must be done at least one week in advance, but it is preferable to give as much notice as possible in order to guarantee a place. There is an admission form at the back of this pack and additional forms are available from the School Office.

Arrangements for regular bookings can be made, e.g. every Monday and Wednesday. The Club will meet your needs as best as it can, providing there are spaces available. Spaces at the Club are allocated on a first come- first serve basis. If the Club is fully booked on any given day, it will not be possible for your child to be allocated a space. However in such instances, it is possible for your child's name to be placed on a waiting list in case of any cancellations.

Fees

The fee is £2.00 per session, **payable at least one week in advance.**

Payment All fees are payable a minimum of a week in advance. Monthly or termly payments in advance are also welcome if preferred. Payments can be made by cash, cheque or directly into the bank account. Our account details are:

Sort code: 60-60-08

Account number: 83295259

Account Name: Holy Trinity & St Johns CEP School

Ref: *Your child's initials and class*

If you know you may have some difficulty in meeting a payment in the short term, please speak to Mrs Clarke or Mrs Farrall.

If a debt amounts to the equivalent of one weeks fees, then your child's place may be cancelled.

All payments made must be in a clearly marked envelope with the child/children's name(s) and the total payment amount. Payments must be given directly to the school office. Childcare vouchers e.g. Busy Bees, Computer share, etc are also accepted. Please ask your employer for further information.



Breakfast Club

The club will be provided free to those children whose parents are in receipt of the following:

- Universal Credit – If you apply on or after 1st April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get).
- Income Support.
- Income-based Jobseeker's Allowance.
- Income-related Employment and Support Allowance.
- Support under Part VI of the Immigration and Asylum Act 1999.
- The guaranteed element of Pension Credit.
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190).
- Working Tax Credit run-on- paid for 4 weeks after you stop qualifying Working Tax Credit.

If you are in receipt of the above, it means that we can apply for additional funding called Pupil Premium. Along with other in school support, this funding will allow us to offer a funded place at our breakfast club. (Subject to space at the club)

Please speak to the school office if you feel this may apply to you.

Cancellations

If you wish to cancel your child's place at the Club, please inform the school office as soon as possible.

Cancellation notice period given:

- Over ten working days- no charge.
- Between 5-9 working days - half the fee will be charged (£1.00 per session cancelled).
- Less than 5 working days- Full fee will be charged (£2.00 per session cancelled).

This applies to all reasons for cancellation, including sickness absence. If you wish to permanently withdraw your child from the Club, this must be confirmed in writing to the school office and the usual cancellation policy applies.

Changes to booking arrangements

If the number of children attending allow, booked sessions may be swapped for alternative days. For this you will be required to give a minimum of ten working days' notice.



Breakfast Club

Application form.

I wish to apply for a place for my child to attend Breakfast Club each week on the following days:

Child's name: _____ Class: _____

Please complete a separate form for each child

Monday	
Tuesday	
Wednesday	
Thursday	
Friday	

If you require a varying attendance pattern (e.g due to shift work) please add the details below

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I understand that it is my responsibility to ensure that a responsible adult waits with my child and hands them over to a member of school staff at 8.00am.

I understand and agree to make the payment of £2 per session per child as outlined in the user guidelines,

Signed: _____ Date: _____

Please indicate below if your child has any dietary requirements, known food allergies or medical conditions.

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