



Littleport Community Primary Breakfast Club Terms & Conditions

Monday to Friday (term time only) 07.30am – 08.45am

Welcome to **LCPS Breakfast Club**. We are committed to providing the very best quality of childcare and trust your child will be very happy with us. Breakfast Club will offer a safe and fun environment for children, with activities such as board games, reading, time for homework and socialising. During good weather the children will also have access to an area of playground which is enclosed. Each child will be offered a breakfast of a choice of cereals, toast with toppings, fruit juice, milk, water and fruit. The club is open from 7.30am to 8.45am (when children are then taken to class).

OUR STAFF

All staff working at our scheme are current employees of Littleport Community Primary School. This means children will have a familiar face looking after them with staff who are dedicated to the children and fully compliant in all requirements and procedures of our school. We can have a maximum of 30 children at each session.

HOW TO BOOK

All bookings MUST be made online, via the School Gateway. Every child who attends must have a registration form completed and handed in (see Appendix 1), prior to their first session. This is essential to ensure we have contact details, information of allergies and relevant knowledge about your child.

Online booking

Booking must be made in advance ideally for a minimum of a week at a time – this needs to be done via the School Gateway.

1. Go to www.schoolgateway.com
2. When you visit the School Gateway website for the first time, please select 'New User' and enter your email address and mobile telephone number you have registered with the school
3. The system will send a PIN code to your phone; please enter this PIN code and your account will be activated for you.
4. When you log into the Gateway you will see the relevant 'Breakfast Club' logo – click onto this and proceed with your booking.

ACCESS TO THE CLUB

Parents and carers will need to bring children to the double doors at the end of the main hall (near the staff car park). If you drive to school, you are welcome to drive into our car park to drop off. If you are driving, please ensure you go out of the exit (not the entrance as it may cause an accident). Once you arrive, you will need to ring the Breakfast Club mobile to let staff know you have arrived. The mobile number is: **07464 035724**. **Please do not leave your child until a member of staff has come out to meet them.** If you have not booked, our staff reserve the right to refuse entry.

Please be advised that you must drop off by **08.00am** to ensure staff have time to prepare breakfast and allow your child time to eat it before class.

CANCELLATION

Booked places will need to be cancelled as early as possible. If your child is absent due to illness or another acceptable reason we will delete the session and credit the charge back to your account (to be used in the

future (2 session max per school year)). Persistent or excessive absence may result in charges but will be addresses on an individual basis. If your child is absent without good reason, you will need to pay the fee.

COST PER CHILD & PAYMENTS

The cost per session is **£5.00**.

Payment must be made at the time of booking (via the School Gateway). We cannot take payment in cash or cheque. If your account runs 2 weeks into arrears we reserve the right to refuse further sessions until the full balance is paid.

We are happy to accept Childcare Vouchers – if this is how you wish to pay please get in touch with the School Office before booking your first session.

PASSWORD

We operate a password system, if anyone else other than the parent/carer has to collect your child; you will need to give them your password. This is to be completed on their registration form. If someone who is not listed as a contact on your registration form cannot provide the password they will not be given access to your child.

PHOTOGRAPHY

We may at times take photographs of children during Breakfast Club. Photographs may be used as publicity on the school website, local paper or inside the school – children's names will not be included. **If you do NOT consent to this, please tick here** ☐

FIRST AID

There is always a member of staff working at Breakfast Club who will have undertaken basic first aid training. All first aid treatment is logged in the accident book, detailing the injury and treatment; this is monitored regularly by the Head Teacher.

Minor accidents are treated following the first aid procedure determined as sensible and reasonable by the First Aider. Where the injury is an emergency an ambulance will be called, following which the parents will be contacted. For more serious injuries not requiring emergency assistance, once first aid has been administered we will always contact parents in order for them to take over responsibility for the pupil and ensure we work together in the child's best interest.

Every accident and injury which requires medical treatment (at a doctors or hospital) is reported to the Local Authority, this is then investigated by the Health & Safety team to ensure compliance and minimise the risk of recurrence wherever possible.

BEHAVIOUR

Our staff encourages appropriate behaviour by:

- Praise for specific behaviour
- Talking to children with courtesy
- Negotiating any problems with children as they arise
- Ensuring that the children are properly occupied
- Encouraging the children to show respect and consideration for each other
- Staff will never physically discipline children, even when asked to do so
- We never send a child out of the room by themselves
- We will continue to follow the 'Golden Rules' as used in school during the day

In cases of persistent unwanted behaviour a written log will be kept detailing each instance to enable us to build a strategy to combat this behaviour. In extreme cases this may result in the parent/carer being asked to remove their child from Breakfast Club.

Parents have the right to see all records kept about their child at any time.

EQUAL OPPORTUNITIES

LCPS Breakfast Club is committed to equal opportunities and recognises and respects the values derived from different racial, cultural, religious and linguistic backgrounds. We aim to provide an environment in which tolerance of differences including disabilities is fostered and in which all cultures can be shared.

- Both sexes will have equal access to all activities.
- We will provide positive images of people from difference races and cultures
- Those with special needs will be welcomed (extra help may be required)

CHILD PROTECTION

It may be helpful for parents to know that all schools, pre-schools and after school clubs are required to report any obvious or suspected cases of child abuse – this includes non-accidental injury, severe physical neglect, emotional abuse and/or sexual abuse. We hope that you will understand that this is to protect children and we take the attitude that it is better to be safe than sorry. The school Safeguarding Team of Mr Rivett, Mr Clark, Mr Parrin, Mrs Harradine-Hughes and Miss Swindells will be available to support any concerns raised.

GRIEVANCE/COMPLAINTS PROCEDURE

We aim to provide a high quality service for all our users. We continually review the way we work. If you wish to make any comment or complaint about Breakfast Club or an individual member of staff, please follow this procedure:

- Speak initially to the group leader
- If the problem cannot be resolved the comment/complaint should be raised with the Office Manager (Mrs Julie Warman)
- If a parent still feels that the issue is not resolved, the complaint should be put in writing to The Chair of Governors via Contact Us on the school website.

Appendix 1

Littleport Community Primary School - Registration form for Breakfast Club

PLEASE HAND THIS FORM IN EITHER BEFORE YOUR CHILD ATTENDS THEIR FIRST SESSION OR ON THEIR FIRST SESSION

Child’s Details (please PRINT)

Forename		Surname	
DOB (DD/MM/YY)		Preferred forename	
Year	R / 1 / 2 / 3 / 4 / 5 / 6	Class/teacher	
PASSWORD FOR COLLECTING YOUR CHILD: Should we need to send your child home during Breakfast Club and you are unavailable please provide us with a password which we will ask the person who collects them to provide. if they do not have this, they will not be allowed access to your child – all contacts will need to know the password please. Password:			

Parent/Carer/Emergency Contact Details (please list in order of priority for contact)

Forename		Surname	
Contact Numbers Please provide 2 or 3 contact numbers in order of priority	1		
	2		
	3	Parental responsibility Yes / No	
Forename		Surname	
Contact Numbers Please provide 2 or 3 contact numbers in order of priority	1	Email	
	2	Relationship to child	
	3	Parental responsibility Yes / No	
Forename		Surname	
Contact Numbers Please provide 2 or 3 contact numbers in order of priority	1	Email	
	2	Relationship to child	
	3	Parental responsibility Yes / No	

Medical Needs

Does your child have specific medical needs?	YES / NO
If YES, please provide details here, including medication, symptoms to be aware of, treatment etc.	

If your child needs new medication during Breakfast Club OR during the day (and you will not see the class teacher) please ask Breakfast Club staff to give you a ‘Parental Agreement for Staff to Issue Medication’ form which will need to be completed and handed in with medication.

About Your Child

Please provide full details of any additional/special needs your child has:
Please detail any allergies your child has:
Please detail any dietary requirements your child has:
What are your child's favourite activities?
Is there anything that your child does not like (food, games, activities) or is scared of?
Any additional information we need to be aware of:

Consent and permissions – please tick below to show consent/understanding:

- ☐ I consent for my child to attend breakfast club on all sessions pre booked by myself.
- ☐ I consent to my child being photographed during sessions and that these photographs may be used (without the child's name) for publicity (school website) or displayed within school.
- ☐ If my child is absent without good reason I agree to pay full fees for the session.
- ☐ I agree to pay my child's fees in advance and understand that arrears may result in future bookings being refused/cancelled
- ☐ I give permission for staff to administer first aid and take any necessary emergency action in the event of an accident or illness.
- ☐ I am aware that the staff have a duty to report any suspected child abuse or neglect.
- ☐ I understand I must call the club when I arrive and will not leave my child until a member of staff has come to collect them.
- ☐ I will not bring my child to Breakfast Club without first booking the session

I (print name) have read, understood and agree to the terms set out for Littleport Community Primary School Breakfast Club.

Signature of Parent/Carer: Date: