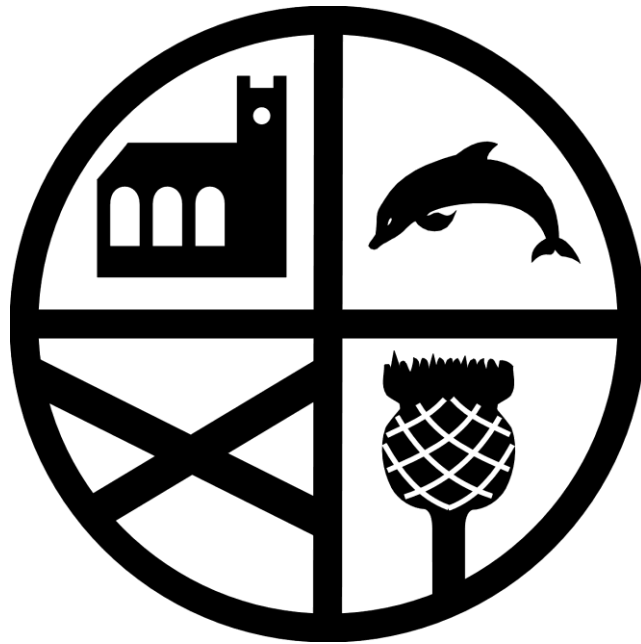


St Andrew's CE (VA)

Junior School



Breakfast Club

Information for Parents

**“Promoting excellence within a caring,
Christian community”**

Welcome to the St Andrew's Junior School Breakfast Club

Introduction

St Andrew's Junior School provides a Breakfast Club for children attending the school. The club exists to offer a child care service for parents who need to drop their children off before school opens. The Club provides the children with flexible opportunities for play, relaxation and activities in a co-operative and supportive atmosphere.

When and where does the Club operate?

The Club is open during school term time only. We do not operate on staff training days or during the school holidays. The Club meets in Jigsaw room in the main school building. The Club entrance is to the right of the main school entrance.

Hours

Breakfast Club is open from 7:45am and breakfast is served until 8:30am. After this the children will be delivered to their class in time for registration.

Who runs the Club?

The Club is run by Mrs Roberts and members of school support staff who are all appropriately qualified and DBS checked. Mrs Roberts holds a food hygiene certificate and is a registered first aider.

What happens at the Club?

On arrival at the Club the children will be offered a selection of cereals, bread or toast with a selection of toppings. Drinks of milk, fruit juice and water are also available. The food provided at the Club reflects the school's healthy eating policy. We aim to offer opportunities for play, including team games and art and craft activities. The needs of the children in the club, of all ages and cultures are monitored to ensure they are provided for. Each day there are organised activities for the children to participate in and there is also the opportunity for children to complete homework if they wish.

Policies

School policies including our Behaviour policy apply at the Club. Inappropriate or anti-social behaviour will not be tolerated and repeated poor behaviour will result in a child's place being withdrawn.

Bookings and Waiting List

If you would like to book a place for your child please complete a booking form which is available from the School Office.

If we do not have any spaces we will put your child's name on a waiting list and notify you as soon as a place becomes available.

Additional sessions can be booked subject to space being available. **We require at least two days notice and these extra sessions must be paid for at the time of booking.**

Absences

Please inform the school office if your child is going to be absent from Breakfast Club for any reason. Refunds for cancellations are not available. If you wish to amend your child's attendance pattern you need complete a new booking form with the amendments and address this to the office at least 2 weeks before you wish the changes to take place.

Fees

The cost of Breakfast Club is currently **£3.50** a day. Fees are invoiced monthly and must be paid monthly in advance. Cheques should be made payable to the school clearly stating that they are for the Breakfast Club. Please note that delays in payment may result in your place being withdrawn. Please contact the school office in confidence if you are experiencing difficulties.

We will give you one month's notice of changes to fees or cancellation of this service.

Cancellation

You must give one month's notice if you no longer require a place in the Breakfast Club.

Problems or queries

In the first instance any problems or queries should be addressed with a member of the Breakfast Club staff. If you are dissatisfied with the response, then please feel free to speak with the Deputy Head.