



## **St. Francis Catholic Primary School Breakfast Club Policy and Application Form**

**(Please read through the terms and conditions carefully to be aware of the amendments made at the Governors' annual review of the policy in May 2018)**

We are St Francis Catholic Primary School – A community growing in love for learning and life rooted in God's love.

**Lead Adult:** Mrs M Beirne

**Duration of Club:** 7.30 to 8:45 and last breakfast served at 8:30am

**Cost:** £3.50 per session to be paid weekly and no refunds for absences.

St Francis School operated breakfast club as a non-profit making service.

Costs charged to parents cover staff salaries and training, building maintenance, repair and cleaning, breakfast and provision of equipment and resources.

St Francis breakfast club staff creates a family ethos focused on the school's 'Mission Statement' in which the pupils follow the 'Golden Rules' and policies of St Francis School.

Following breakfast and personal hygiene routines pupils are given access to a wide range of activities.

**Parent Terms and Conditions for placement offer- failure to comply will result in placement being withdrawn.**

- All requests for placements are considered once the child has been in St Francis School for one term.
- At all times pupils and parents to follow school rules and direction of staff (please talk through the breakfast club guidelines with your children so they understand what they are signing)
- Fees to be paid weekly
- No debts or late payments
- All fees to be placed in a labeled envelope
- All request for placements should be made by completing the request form at the end of this letter and returning it to Mrs. S Corley at the school
- Provision may be cancelled at short notice due to bad weather or extreme staff sickness.

- Parents using 'Breakfast Club' must park in one of the designated parking bays
- Parents/Carers must always accompany their child/children to the school hall to sign the register on behalf of their child/children. This must be done everytime a child attends.
- Places are only available to children registered with the Breakfast Club on the 'booked' agreed day/days of the week
- The placement comes to an end when the pupil leaves the school

### **Pupil Rules**

Failure to follow the 'Golden Rules' whilst in the Breakfast Club will result in the placement being withdrawn and the incident will be referred to the Head Teacher.

### **Golden Rules**

We will always use common sense, courtesy and consideration.

We will always try our best and allow others to do the same.

We will show respect by looking after ourselves, others and school property.

We will listen and follow adult instructions.

### **Behaviour**

We expect that children attending Breakfast Club follow the same rules and expectations in terms of their behaviour as we do in school. Where there are persistent problems with behaviour, we reserve the right to exclude the child from the Breakfast Club either on a temporary or permanent basis.

There will be no refund of fees in this circumstance.

### **Fees**

The Governors of the school reserve the right to review the charging on an annual basis and increase the fees should this be necessary.

- **No refunds will be given for non-attendance due to sickness or other absences or for sessions only partially attended**
- **The school requires one month's written notice if your child no longer requires a place**
- **Late payments will result in the place(s) being withdrawn.**

### **Bookings**

Mrs Corley will advise whether a space is available.

If there is no space available then the parent/carer will be notified their child has been added to a waiting list. **(No places are available on an adhoc basis)**.

If there are more applicants than places, priority will be given to

- Siblings
- Existing Breakfast Club members applying for additional days.

Places will then be allocated on a first come first serve basis.

**If a place is no used for 2 consecutive weeks, a reminder will be sent home and then if a further week elapses, the place will be withdrawn.**

### **Monitoring and Review**

This policy is monitored by the governing body. This policy was reviewed by the Governing Body in May 2018 and will be reviewed again in May 2019

**Should the Breakfast Club become unviable; the governors of the school reserve the right to withdraw this service.**

**May 2018**

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**BOOKING FORM – ST FRANCIS SCHOOL BREAKFAST CLUB**

**Please return to the school office for the attention of Mrs Corley**

**I have read the school's terms and conditions (May 2018)**

**I am happy to comply with the terms and conditions of the policy.**

**I would like to be allocated a breakfast club place(s)**

(Please circle requested days)

Mon/Tues/Wed/Thurs/Fri

**Name of Parent/Carer:  
(Please print)**

\_\_\_\_\_

**Name of Child/Children:**

\_\_\_\_\_

**Emergency Contact No.:**

\_\_\_\_\_

**Any known allergies or  
medical conditions:**

\_\_\_\_\_

**Signed (Parent/Carer):**

\_\_\_\_\_

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**I agree to follow the Golden Rules whilst in Breakfast Club**

**Golden Rules**

We will always use common sense, courtesy and consideration.

We will always try our best and allow others to do the same.

We will show respect by looking after ourselves, others and school property.

We will listen and follow adult instructions.

**Signed (Child):**

\_\_\_\_\_

**(Parent KS1 – I have discussed the Golden Rules with my child and my child understands that he/she must follow the Golden Rules when at Breakfast Club)**