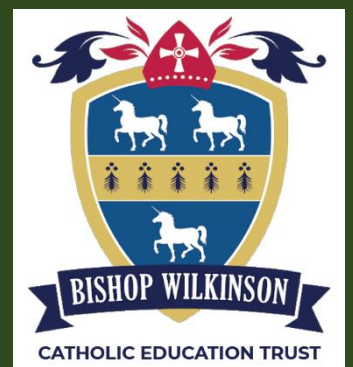




**St. Joseph's Catholic
Infant & Junior Schools
Birtley**

**Breakfast Club Booking Policy
September 2022**



Breakfast Club at St. Joseph's Catholic Infant and Junior Schools, Birtley

Logistics of Provision

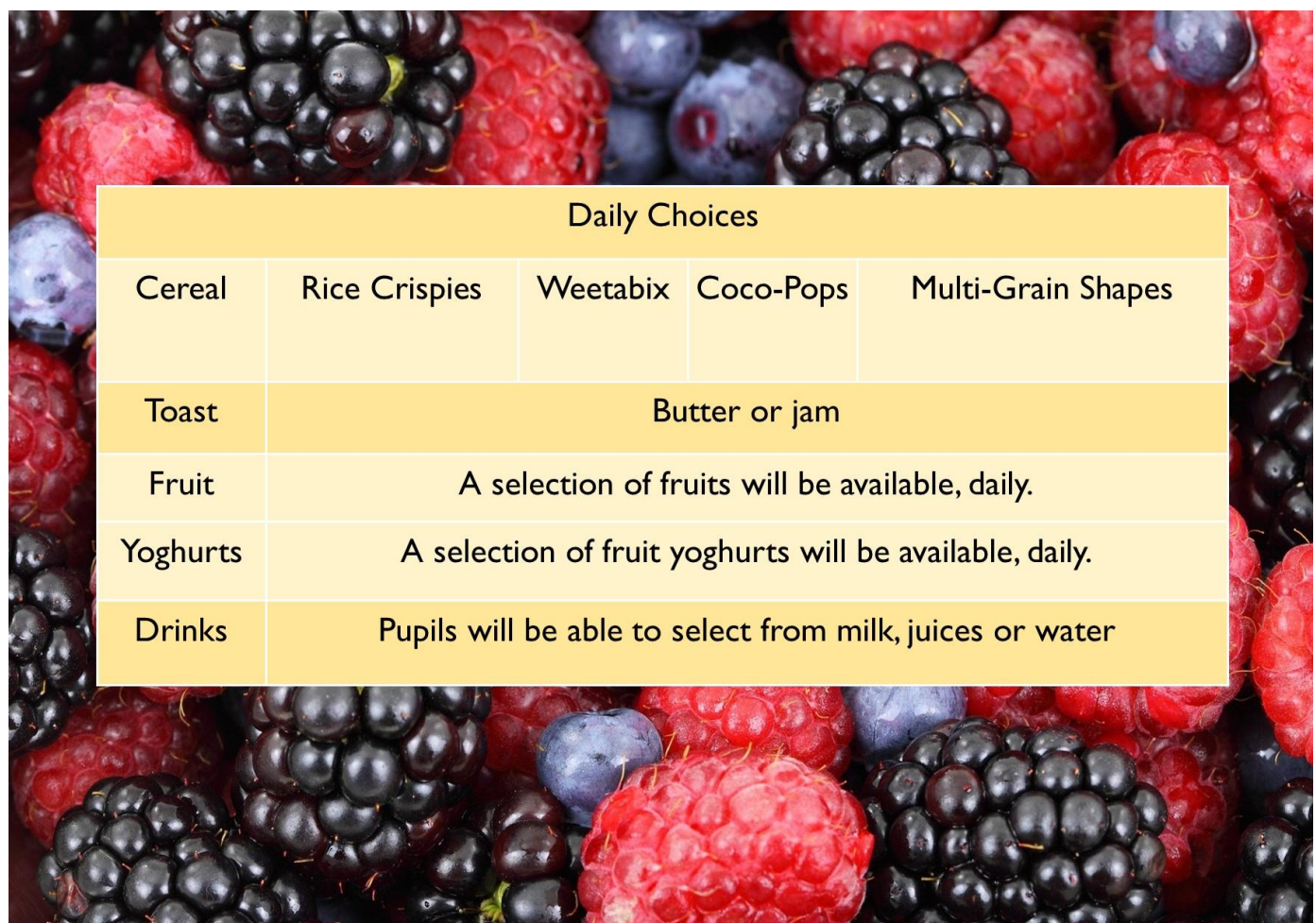
Breakfast Club will be offered at both the infant and the junior school sites from Monday 3rd October until Wednesday 21st December as a trial period.

Children can be dropped off for breakfast club between 7:45am and 8:20am and the club will last until children commence the school day.

Please note that parents will need to drop off their children at the main entrances to school e.g. the door where both school offices are located – this is to ensure that we adhere to safeguarding protocols to keep everyone safe.

When children and their accompanying adult enter the premises, at either school, they be able to ring the breakfast club doorbell, and a supervising adult will collect them and take them to the respective school halls. Adults must walk children to the door of breakfast club, as the yard gates will be locked. Children attending breakfast club are not permitted to walk onto the premises by themselves.

Attendees at breakfast club will have the opportunity to enjoy breakfast at school (see menu below) and partake in activities and games. They will then be taken to their respective classrooms for the start of the school day.



Daily Choices				
Cereal	Rice Crispies	Weetabix	Coco-Pops	Multi-Grain Shapes
Toast	Butter or jam			
Fruit	A selection of fruits will be available, daily.			
Yoghurts	A selection of fruit yoghurts will be available, daily.			
Drinks	Pupils will be able to select from milk, juices or water			

We will use the emergency contacts, medical and allergy information and consent arrangements that we have on file for your child, when caring and catering for them at breakfast club. Please ensure that you inform school of any changes via the school office.

Booking and Payments

Bookings and payments are to be made one week in advance via the 'Active Payment Items' section on SchoolComms.

Bookings will close on a Friday evening at 3:30pm so that registers and staffing can be finalised for the following week. Breakfast Club payments will need to be made via SchoolComms – we will not accept cash payments for Breakfast Club.

Breakfast club is charged at £3.00 per day and there is no charge for pupils in receipt of benefits related free-school meals. You can find more information about claiming for free school meals here: [Free school meals - Gateshead Council](#)

To cancel your child's place please email school and allow 48 hours' notice.

Although we appreciate that there may be occasions where emergencies may occur, or your child/ren may be unwell and absent from school, we are unable to refund the cost of breakfast club, if your child does not attend. Please note that breakfast club is part of the schools' non-statutory provision, and the schools still incur the costs of all the associated overheads, even if children do not attend.

We are able to accept payments for out of school childcare via Childcare Vouchers or the Tax-Free Childcare scheme. More information on the tax-free childcare scheme can be found at www.gov.uk/tax-free-childcare . For Childcare Vouchers, we would need to know the provider your childcare voucher account is with in order to register to receive payments from them.

If you are eligible for either of these schemes and would like to consider using one of them to pay for out of school childcare, please contact Miss Thompson, or Miss Hall at the school offices, to arrange.

Contract:

When you book a place at breakfast club, you are agreeing to the following:

You understand that St. Joseph's Catholic Infant and Junior Schools have policies and procedures including a behaviour policy (which are available for reference on the school website), and that there are expectations and obligations as per this policy, which you and your children agree to abide by.

Unpaid Fees:

- School will contact parent or carer, requesting payment. If there is no response within 7 days, unfortunately, your child/ren's place will be withdrawn and your child/ren will no longer be able to attend breakfast club.
- If after this time if no communication has been achieved or payment made, we will write to you informing that legal action will be taken.
- If the fees remain unpaid after 14 working days and all the above options have been explored, we will hand the debt over to the legal team. If this happens, all legal fees will be added to your bill.
- If you are having difficulty making the payment on time, please do not hesitate to discuss this with the school business manager, as soon as possible.

Additional Information:

Please note that breakfast club will initially run as a trial between Monday 3rd October and Thursday 22nd December.

If breakfast club is successful and there is sufficient interest, then there will be a price review conducted by St. Joseph's Federated Local Governing Committee, at the end of the trial period. We will communicate with you, at the end of each term, for any planned fee increases for the following term.

Please note that all usual school policies and procedures apply to our children and families, while they are in attendance at breakfast club.

Should you have any queries or questions, then please do not hesitate to contact the respective school offices.

We hope that breakfast club provision will benefit the St. Joseph's Infant and Junior Schools' community.