



Holy Trinity CE (VA) Primary School

Breakfast Club

Introduction

Holy Trinity Breakfast Club provides high quality childcare for children that attend Holy Trinity Primary School, reception age and above. The Breakfast Club will operate during term time only, providing a healthy breakfast and creative activities in a safe environment.

Booking a session

Two sessions are available:

7:30 am to 8:50 am	£6.00
8.15 am to 8.50 am	£3.00

- Places are limited to 30 children.
- To request a place, complete the booking form on the app.
- Only children that have pre-booked and have a confirmed place may attend breakfast club.
- Bookings will be confirmed via the app.
- Regular bookings can be made up to one term in advance.
- Priority will be given to regular long-term bookings.
- Ad hoc bookings can be made subject to availability.

Attendance

- Children will enter Breakfast Club through the hall entrance.
- Parents must sign children in.
- Messages and information for Class Teachers should be recorded on the app.
- Children can arrive at any time during their pre-booked session and will be charged for the applicable pre-booked session at the rates above.
- If your child is unable to attend a pre-booked session please report on the school app or absence line.
- In the event of an unplanned school closure i.e. bad weather, you will be notified via the app and will not be charged.

Behaviour

Whilst attending Breakfast Club children are expected to behave respectfully. The School Behaviour Policy will be used consistently during Breakfast Club.

In the event of serious or persistent disruptive behaviour, children may be excluded from attending Breakfast Club.

First Aid / Medication

- At least one member of staff in attendance will be trained in first aid.
- All accidents will be dealt with in line with the First Aid Policy.
- If your child requires medication (in line with our Managing Medication Policy) please hand this to Breakfast Club staff and complete the necessary paperwork.

Fees

- If you wish to pay via your tax-free childcare account or childcare vouchers, please inform us when making the initial booking. Otherwise, the charge will be added to your ParentPay account.
- Fees will be charged weekly in advance on Parent Pay and must be paid within 3 working days. Failure to do so may result in your child losing their place and further action being taken to recover the fees.
- Fees will apply for all contracted sessions even if your child is unable to attend their booked session.
- If you wish to cancel a booking the following charges will apply:
 - 2 weeks notice or less 100%
 - 2-4 weeks notice 50%
 - 4 weeks notice no charge incurred

I confirm that I have understood and accept the Terms and Conditions of the Breakfast Club.

Parent Signature

Print name

Date