



# ST GILES C of E ACADEMY

## Breakfast Club Policy



### Opening Times & Location

Breakfast Club is open each weekday morning during term time for children from Upper Foundation – Year 6. The club is open from 7.50am until the start of the school day. It takes place in the School Dinning Hall. Breakfast Club entrance is through the second set of wooden gates on the side of the school building (Reception / Year 1 Entrance). Parents should sign their child in and then leave the building. The doors close and are locked at **8.30am**.

### Breakfast

A typical breakfast consists of fruit juice with cereal, toast or toasted bagels. **Breakfast service ends at 8.20am** so if your child requires breakfast please arrive before this time.

### Booking & Payment

**Pre-Booking and Pre-Payment is required on ParentPay. Places need to be booked and paid for the week before your child would like to attend. There is a 7 day rolling cut off point for bookings and cancellations.**

The current charge for Breakfast Club is **£3.70** per session per Child. Payment should be made online through ParentPay. There is no discount for those children not having breakfast as the fee also covers the cost of the childcare provided.

**Late bookings for Breakfast Club made via the school office will also incur an additional £5.00 admin fee. The £5.00 fee will be added to your bookings balance at the point the late booking is been requested and must be paid before the late booking can be made.**

If parents are experiencing financial difficulty and would benefit from their children accessing Breakfast Club they are invited to contact the school in confidence to discuss the matter.

### Behaviour

The School's Behaviour Policy also applies to the behaviour of the children during Breakfast Club. We expect our children to follow the same rules and expectations in terms of their behaviour as we do in school time. If there is a persistent issue with behaviour during Breakfast Club the school reserves the right to exclude a child from Breakfast Club on a fixed term or permanent basis.

### Cancellations and Refunds

Fees are non-refundable for non-attendance such as illness, holidays, ad hoc events, etc. Refunds will be given if the school initiates an activity such as a school trip, sporting event etc. if it is taking place within the 7 day rolling cut off point during which the parent can no longer cancel the booking themselves. The school will endeavour to give parents and carers as much notice as possible regarding these potential activities so that they can manage their bookings and cancellations themselves.

If you no longer require the use of Breakfast Club or After School Club e.g. you are moving away, your child changes school, etc. and have credit on your Breakfast Club account, a four-week notice period will be required to qualify for a refund of

any remaining monies. Refunds will also be considered if your personal circumstances change significantly and you no longer require the service going forward. An appointment can be made to discuss this with the Head Teacher.

**Date of Policy: July 2025**