

Breakfast Club

2021/2022

Information

The Breakfast Club will start at 7.30am each morning until the start of school at 8.40am. Children will be taken to their classrooms at the end of each session. Due to the current Pandemic, we are currently only allowing children in Reception to Year 2 to attend. It is our hope that once restrictions and much wider mixing is allowed again we will be able to reopen for children from Hadleigh Juniors once more.

Once arriving at Breakfast Club the children will go to a section of the hall for their year group. The children will be able to mix with any other children within their year group bubble. Unfortunately, at this time, children will not be able to mix with others from other year groups. As soon as we can revert back to our previous practises (where children played freely within the space with whoever they wanted to play with) we will.

The club will be based in the school hall and drop off access will be through the rear door adjacent to the playground.

Breakfast will be served between 7.30am and 8am. The children will be able to choose from the following items a drink of Milk, Water or Juice, a choice of cereal, a toasted item and fruit. Water will be available throughout the session.

A range of activities will be provided for the children each day including puzzle sheets, arts and crafts, games, puzzles and Lego. Each year group section will have their own selection of toys, resources and activities that they can safely use.

If you would like to book a place for your child, please complete the attached forms and return them to Mrs Reader in the main office.

Cost

The cost of this facility will be £5.00 for the first child and subsequent siblings £4.50 each. Ad-hoc spaces when available will be £6.00. The payment for breakfast club will need to be made using our online payment system School Money.

Arrival at Breakfast Club

If attending Breakfast Club, you and your child will need to enter the hall via the entrance adjacent to the school playground. At no point should a child be left to enter the club without an adult. The doors to the hall will be opened promptly at 7:30am. Please ensure you have seen a member of staff before leaving your child.

Staff

All staff will have relevant DBS checks and are First Aid trained. All members of the Breakfast Club staff are active members of the Hadleigh Infants and Nursery School support staff.

Absences

Please inform us if your child is going to be absent from a pre-booked session. The club uses the following mobile number - 07393584126. This number is checked throughout the day, before and during the session.

Sickness

The Breakfast Club will operate within the same sickness policy as school, a copy of this is available to view on the website; alternatively, a paper copy can be obtained from school.

Payment

At the end of each month, you will receive an invoice stating the amount owed for the previous month. Payment can then be made online through our SchoolMoney system. If you require any assistance with access to SchoolMoney please email finance@hadleigh-inf.essex.sch.uk.

Notice

If you no longer require your child to attend the Breakfast Club, where possible, please give at least two weeks' notice, in writing. We would also ask that the club is informed of any pre-booked sessions that will be missed due to illness, trips etc. Failure to do this could lead to you still being charged for the session.

Valuables

We ask that the children do not bring valuable equipment to the club, as we cannot be held responsible for breakages or loss. Please note that the use of electronic devices (including mobile phones) is not permitted whilst attending Breakfast Club.

Parental/Carer Involvement

The staff at the Breakfast Club will be happy to discuss any matters, relating to the club, concerning your child with you and if desired a virtual meeting or phone call can be arranged at a mutually convenient time. Most children settle well; however, should your child not settle after a reasonable period of time we may have to consider whether it is right for your child to continue attending. We will work closely with you at all times to ensure that your child's best interests are met whilst in Breakfast Club

Behaviour Management

Being part of the school, we adhere to the school's Behaviour Policy. A copy of this can be requested from the office or an electronic copy can be found on the school's website. We operate a strict no-bullying policy and all children are encouraged to report any such incidents to a member of staff.

Complaints and Grievances

If you have any issues, concerns or ideas about the Breakfast Club, please feel free to discuss these with us, your feedback is always appreciated. For further details, please refer to our Complaints Policy. A copy of this can be obtained by from the school's main office or alternatively on the school's website.

Equal Opportunities

We are committed to providing excellent care for all children regardless of their culture, race, religion, social background or gender.

Child Protection

We comply with local child protection procedures and follow the school's child protection policies and procedures. If you have any concerns relating to the safety of a child, please report them to one of the school's designated safeguarding leaders - Mr. S. Proctor, Mrs. P. Burls, Miss. K. Ryan or Mrs. K. Strickland.

Adhoc Spaces

If you do not require a regular space, you can book your child in for the odd session as and when you require. We do require completion of all forms on the day to enable your child to attend. Charges for ad hoc sessions will also need to be paid via the SchoolMoney system. During the current time the number of these type of spaces is reduced. You can order pre-booked sessions by either emailing or call the school.

Start Date…….

Weekly Requirements: Could you please let us know what sessions you wish your child to attend Breakfast Club.

Monday	Tuesday	Wednesday	Thursday	Friday

(Please indicate with an **X** which days you require)

Child/Children's name/s_____

Date of Birth_____ Age_____ Male/Female_____

School _____ Class _____

Parent/Carer/Guardian First Name_____ Surname_____

Address_____

_____

Contact Telephone Numbers

Home:_____

Work:_____

Mobile: _____

Email Address:_____

*Emergency numbers - Please provide **2 further people** we can contact in the event that we cannot make contact with you. Please include name, number & relationship to child.*

Emergency contact 1

Name: _____

Home:_____

Mobile: _____

Emergency contact 2

Name:_____

Home:_____

Work:_____

After School Club

CARE INFORMATION

Allergies

We will be providing the children with a range of snacks and drinks. If your child has any allergies, please indicate below.

_____

_____

Doctor

Please give details of Doctor and Surgery with whom registered: _____

_____

Collection Arrangements

The child/ren will be collected by:_____Relationship _____

The child/ren will be collected by:_____Relationship _____

The child/ren will be collected by:_____Relationship _____

If you have arranged for someone other than those named above to collect your child, please inform the school office within school hours or the club directly using the mobile number - 07393584126.

I agree to inform you in advance if the above arrangement for dropping my child/ren is to be altered.

Photography

It is a legal requirement that we request your permission to photograph your child/ren whilst they are attending the Breakfast Club. We may wish to take photographs during the Club (e.g. for publicity of the Club or display purposes).

I agree to my child/ren being photographed for the above purposes whilst attending the Club.

Parents Signature_____

Date_____