



BREAKFAST CLUB BOOKING & CHARGING POLICY

William Fletcher School is a Rights Respecting School, this policy reflects Articles 24 (a safe environment) and 28 (right to education) of the UN convention on the rights of the child.

This policy covers charges for William Fletcher School Breakfast Club and is inline with William Fletcher School Charging and Remission Policy.

At our Breakfast club we work to ensure an open communication with all our parents and staff. We set our charges in line with inflation and which enables us to provide healthy breakfasts and engaging activities for the children when they attend the club. It will be reviewed and updated annually.

Capacity:

The Breakfast Club will be run by two members of staff and therefore can offer 18 places per session. The Breakfast Club is not open to children who do not attend William Fletcher Primary School.

Please note: Breakfast Club is not able to take in any child whose name is not in the Breakfast Club register as the staffing is set up to ensure a safe ratio of staff to children.

Enrolment:

To enroll your child(ren) in the Breakfast Club, booking's must be completed via emailing the school office: office.2354@william-fletcher.oxon.sch.uk

You must book and pay for a place in advance in order for your child(ren) to attend. Unfortunately, we do not have the facility to provide a place for children who turn up on the day.

Bookings can be made in advance. The booking cut off time is 6pm the day before your child(ren) need to attend

Sessions:

The Breakfast Club will run Monday to Friday term-time only. Session times are 7:30am to 8.45am.

Admittance to Breakfast Club will only be for those children booked in advance.

Please note: If your child is admitted to Breakfast Club after 8:20am they will not receive any breakfast as this leaves too little time to prepare and clear up.



Children must be dropped off at the entrance to the school office. They must be accompanied by an adult, the Breakfast Club staff will register them in the attendance book.

We ask that parents DO NOT use the school car park, as staff will be arriving from 7.30am onwards and will need the parking spaces.

Charges:

The Breakfast Club operates a flat rate charging policy. Charges are £5.00 per child per session. Booked sessions will be charged for, irrespective of absence or the time that your child is admitted, this is to cover staffing provision.

Payment:

Payment does not need to be made at the time of booking, however, it MUST be in advance. Failure to adhere to this may result in your access to the booking system being withdrawn.

Refunds will not be made for any missed booked sessions, please see paragraph on charges.

Payment Exceptions:

We understand there are, however, always exceptions due to certain factors:

- If the school is closed for any reason, i.e., enforced snow closure, polling days - there will be no charge to the parent.
- If a child is ill for a prolonged period of absence (over 1 week) you may be entitled to a refund. You must make your request for the refund in writing to the school office.

Every effort will be made to be flexible and understanding.

Notice of any increase in charges:

We will give one month's notice, in writing to parents, of any increases in charges.

Included in the charge:

Children will be cared for by the Breakfast Club supervisor and assistants. A variety of age-appropriate activities will be available for the children to take part in, including quieter options to give the children the opportunity to relax if they wish to. The Breakfast Club will use the Howard Hilsden Building and school playground.

Activities may include, but will not be limited to:

- Arts & crafts
- Reading



- Board games
- Physical activity
- And other such themed activities deemed suitable by William Fletcher Primary School

Food and Drink:

A healthy breakfast will be served on arrival. Examples of the types of foods that will be served include:

- Toast/Crumpets (with a variety of toppings)
- Pancakes
- Cereals
- Yogurt
- Fresh and dried fruit
- Fruit juices/water/milk

Ethos and policies

The Breakfast Club will function under the ethos of whole school policies.

Contact

Should you need to speak to a member of the Breakfast Club team during school hours please call the school number, 01865 372301 or email the school office, office.2354@william-fletcher.oxon.sch.uk