



The Echelford Primary School

Breakfast Club

**Information Booklet and
Terms & Conditions**

Reviewed and updated January 2019

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Our Vision

The Echelford Primary School puts the children's needs at the heart of its provision. Our whole school community is committed to enabling the children to become successful lifelong learners and happy, fulfilled adults who can make positive choices about their future.

Introduction

Our Breakfast Club is run by Echelford staff who also have roles in school during the day. In this way we are able to offer a consistency and continuity of provision as the staff and children know each other well and share the same expectations as are enjoyed during the school day.



Children can join in with the planned activities or take time to do their home learning. Many children enjoy playing in one of the activity areas, examples of which are:

- iPad zone where the children use an iPad to help with their home learning or a planned IT activity.
- sport related activity which will be held in the school gym

Alternatively children may prefer to have some quiet time playing with the range of games and toys available.



Our club is very popular therefore places must be booked in advance to ensure we have the correct staffing levels to enable us to fulfil our safeguarding expectations. The facility is non-profit making therefore cancellations made in the week of the booking must still be charged to cover the cost of staffing.

Parents wishing to use the breakfast club are asked to carefully read the information and terms and conditions in this booklet. The declaration at the end of this booklet must then be signed and returned to school prior to a booking being made.

Terms and conditions are reviewed annually. There may be occasions when changes to terms and conditions occur prior to the annual review, parents will be notified of these in writing and asked to sign and return an acknowledgement.

Echelford Primary School is committed to Safeguarding and promoting the welfare of children. To achieve our commitment we will ensure continuous improvement and development of robust Safeguarding processes and procedures that promote a culture of Safeguarding amongst our staff and volunteers.

INFORMATION AND TERMS & CONDITIONS

BREAKFAST CLUB ASSISTANTS

Mrs Ayton
Mrs Chalcraft
Mrs Harrison
Mrs Nowak
Mrs Read

BREAKFAST CLUB CONTACT NUMBER

Please call our main school telephone number - 01784 253233



OPENING HOURS

The Breakfast Club is open between 7.35am – 8.30am every Monday-Friday term time only with breakfast served until 08:15am. The club will not be open on days when children are not expected into school e.g. staff training days, polling days and school holidays.

ARRIVAL FOR BREAKFAST CLUB

Please walk your child into school. Please do not drop your child off and ask them to come in on their own.

Parents of pupils who walk to school must first sign a disclosure as the school will not be responsible or liable for the health, safety and well-being of a child until they reach the Breakfast Club room.



PARENT/CARER INVOLVEMENT

The Breakfast Club's aim is to provide a safe, stimulating and caring environment where children and parents are welcome and valued. We believe that it is important to work together with parents to ensure their children's best interests are met.

PAYMENT

The current fees are:
£4.00 per session which includes breakfast (cereal, toast, yoghurt, fruit)

THE BOOKING PROCESS

Bookings for the Breakfast Club must be received by 9am of the Friday before the week of the required bookings, at the latest. When the previous Friday is a school holiday the booking will need to be made by 9am of the last school day.

Bookings will only be accepted using the schools online booking system on Wisepay. Please note that payment must be made at the time of booking. In special circumstances the office may be

able to accept a manual booking, please contact them for further information.

To make an online booking please access your Wisepay account using the following link: <https://www.wisepay.co.uk/schools/surrey/EchelfordSchool/wisepay.htm> and follow the instructions below –

The screenshot shows the 'The Echelford Primary School' online payment interface. At the top, the 'WisePay' logo is displayed. Below it, the school's name and logo are shown. A 'Welcome to our Online Payment Area' message is followed by a 'Log In' section. This section includes a 'COOKIE INFORMATION' notice and a login form with fields for 'USERNAME/EMAIL' and 'PASSWORD', a 'Log In' button, and a 'Forgotten Password?' link. A red arrow points from the text 'Log in using your username and password' to the 'Log In' button. Below the login form, there are four categories of payments: 'Trip and Visit Payments' (with a bus icon), 'Food and Drink Payments' (with a salad and juice icon), 'School Clubs' (with a guitar and tennis racket icon), and 'Swimming Payments' (with a pool icon). A red arrow points from the text 'Click on the 'School Clubs' icon' to the 'School Clubs' category. Below these are 'General Payments' (with a piggy bank icon) and another 'School Clubs' category (with a bowl of snacks icon). At the bottom, there are logos for VISA, VISA Electron, MasterCard, Verified by VISA, MasterCard SecureCode, digicert, and PCI Security Standards Council. A footer contains links for 'Help Using WisePay', 'Terms and Conditions', 'Privacy Policy', and 'Cookie Information', along with the text 'Powered by WisePay - Copyright © WisePay'.



The Echelford Primary School

Welcome to our Online Payment Area

Home

Payments and Bookings

- Echelford School - Home Page
- School Trips
- Student Activities**
- > Breakfast Club
- Dinner Money
- After School Clubs
- Tickets and Events - No Calendar
- Swimming
- General Payments

Student Activities

Breakfast Club

£ Variable

View Details

Click on the 'View Details' button

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Payments and Bookings

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- Swimming
- General Payments

Breakfast Club

Breakfast Club

Breakfast club runs Monday - Friday from 7.35 - 8.30
Price is £3.00 per day (payable in advance).
Parents/carers of children new to breakfast club must sign the attached breakfast club agreement. Hard copies are available from the school office.

Sub Total - £ 0

Breakfast Club
May 2016

S	M	T	W	T	F	S
1	2 Qty 0 Spaces 60 Time 07:30-08:30 Price £ 3.00	3 Qty 0 Spaces 60 Time 07:30-08:30 Price £ 3.00	4 Qty 0 Spaces 60 Time 07:30-08:30 Price £ 3.00	5	6 Qty 0 Spaces 60 Time 07:30-08:30 Price £ 3.00	7
8	9 Qty 0 Spaces 60 Time 07:30-08:30 Price £ 3.00	10 Qty 0 Spaces 60 Time 07:30-08:30 Price £ 3.00	11 Qty 0 Spaces 60 Time 07:30-08:30 Price £ 3.00	12 Qty 0 Spaces 60 Time 07:30-08:30 Price £ 3.00	13 Qty 0 Spaces 60 Time 07:30-08:30 Price £ 3.00	14
15	16 Qty 0 Spaces 60 Time 07:30-08:30 Price £ 3.00	17 Qty 0 Spaces 60 Time 07:30-08:30 Price £ 3.00	18 Qty 0 Spaces 60 Time 07:30-08:30 Price £ 3.00	19 Qty 0 Spaces 60 Time 07:30-08:30 Price £ 3.00	20 Qty 0 Spaces 60 Time 07:30-08:30 Price £ 3.00	21
22	23 Qty 0 Spaces 60 Time 07:30-08:30 Price £ 3.00	24 Qty 0 Spaces 60 Time 07:30-08:30 Price £ 3.00	25 Qty 0 Spaces 60 Time 07:30-08:30 Price £ 3.00	26 Qty 0 Spaces 60 Time 07:30-08:30 Price £ 3.00	27 Qty 0 Spaces 60 Time 07:30-08:30 Price £ 3.00	28
29	30	31	-	-	-	-

A screen will appear for the relevant month. You are able to change the month using the white arrow symbols in the grey box. Remember you can only book a half term in advance.

Will you be paying by voucher ?

No Yes

Purchase

For each date you will see the number of spaces available, the times the club is open and the daily charge.

9	10	11	12	13
Qty 0				
Spaces 60				
Time 07:30-08:30				
Price £ 3.00				

Using the drop down box next to 'Qty' select 1 to book a session for the date you require

Home | My Merged Accounts | My Wise Account | Change Password | Log Out | Dashboard

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Breakfast Club
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S	M	T	W	T	F	S
1	2	3	4	5	6	7
	Qty 0	Qty 0	Qty 0		Qty 0	
	Spaces 60	Spaces 60	Spaces 60		Spaces 60	
	Time 07:30-08:30	Time 07:30-08:30	Time 07:30-08:30		Time 07:30-08:30	
	Price £ 3.00	Price £ 3.00	Price £ 3.00		Price £ 3.00	
8	9	10	11	12	13	14
	Qty 0					
	Spaces 60					
	Time 07:30-08:30					
	Price £ 3.00					
15	16	17	18	19	20	21
	Qty 0					
	Spaces 60					
	Time 07:30-08:30					
	Price £ 3.00					
22	23	24	25	26	27	28
	Qty 0					
	Spaces 60					
	Time 07:30-08:30					
	Price £ 3.00					
29	30	31	-	-	-	-

Will you be paying by voucher ? No Yes

Purchase

Once you have selected your dates, please click on the white circle next to 'Yes' if you wish to pay using Childcare vouchers

Then click 'Purchase' to go through to the payment page where you will be asked to enter your card details

LATE BOOKINGS

Late bookings for our Breakfast Club We would like to remind our families that the booking and paying for a Breakfast Club session must be completed in advance and by latest midnight the night before the required session so we can ensure our provision remains at a high standard for the children who attend. We understand that commitments for parents may change at the last moment and feel confident that a cut off 8 hours before the required session starts should give ample opportunity to make any necessary childcare arrangements. If a session is not booked in advance our usual fee of £4.00 per session increases to £8.00 and must be paid upon arrival before a child can be admitted to the Breakfast Club. This payment should be made via Wisepay

by clicking on the 'General Products' tab and selecting the 'Late Breakfast Club Fee'. We understand that there will be exceptional circumstances when parents need to use the Breakfast Club at the last minute, please contact the school office in an emergency situation.

Please note there is a limit on the number of places which are allocated on a first come first served basis. Children of staff are however processed as priority. Bookings can be made up to half a term in advance as long as there is sufficient payment to cover all bookings.

CANCELLATIONS & AMENDMENTS

All cancellations & amendments must be made by 9am of the Friday before the week of the bookings. When the previous Friday is a school holiday these changes will need to be made by 9am of the last school day. Changes made after this time will still be charged as we will have already committed to services. All cancellations & amendments must be emailed to office@lumenlearningtrust.co.uk.



ACCIDENTS AND FIRST AID

Every precaution is taken to ensure the safety of the children. If your child has a minor injury whilst in our care first aid will be carried out within the club. An injury form will be filled in by the adult who dealt with the incident and you will be informed when you collect your child.

A trained First Aider will always be present at the Club.

ABSENCES FROM SCHOOL

If your child is absent from school and has been booked into the club please make the office aware that your child will not be attending the club. If you do cancel your booking, the charge will be removed and your child will have a credit for future use in the club.

VALUABLES

We ask that children keep special items of interest i.e. toys and books in their school bags when they are attending the club. We have a large range of toys and books and sometimes personal items can get lost within these.

BEHAVIOUR

The Breakfast Club staff encourage the children to respect themselves and others in a relaxed friendly environment with clear expectations and boundaries. We use the Stay On Green approach for behaviour that is used throughout the school.

STAY ON GREEN

All the children have the opportunity to make positive choices about their behaviour and influence outcomes within the Breakfast Club.

The children who regularly follow the rules of the Breakfast Club are noticed and rewarded.

The Breakfast Club follow a consistent system which is used throughout the children's school day.

The system promotes a less intrusive approach to the management of behaviour and the children are able to achieve rewards which will go towards their whole class reward system.

The Breakfast Club will implement the same consequences that are used within the main school. This includes the coloured warning system of blue, yellow and red for reflection time.

Further information can be found on our school website._

FOOD AND REFRESHMENTS

The Breakfast Club menu consists of:

- A selection of healthy cereals which include Cheerios, Weetabix, Shreddies and Rice Krispies.
- Toast/bagels/croissants with a variety of toppings which include jam, honey or marmite.
- Refreshments include orange juice, apple juice or milk.
- Fromage frais yoghurts.



We use fresh ingredients and follow statutory Government guidelines. We meet individual dietary requirements and parental preferences wherever possible. We recognise the importance of healthy nutrition for children and for it to be delivered in a calm and friendly environment.

Should your child have a dietary requirement we ask that you detail this on the Parent Declaration form at the end of this booklet when your child first registers with Breakfast Club. Should needs change once enrolled, please contact our school office who will be able to update our records accordingly.

PARENTAL CONDUCT

The Home School Agreement also applies to the provision in the Breakfast Club.

For our Home School Agreement to work and help to ensure the best outcomes for our children, everybody needs to respect the professional relationships required in schools.

Our staff work to the highest expectations of professional conduct and are held to account should their behaviour fall short of our expectations.

We therefore ask that all parents frame questions and concerns in a calm and respectful manner to prevent parental behaviour becoming an issue in itself.

THE PUPIL SCHOOL AGREEMENT

The School agrees to:

- Provide a safe, stimulating and caring environment where children and parents are valued.
- Notify a parent/carer if your child is showing signs of being unwell, making every attempt to contact one of the people on our contact list.
- Use the stay on green approach for behaviour.
- Ensure that all children are supervised at all times during club opening hours and the full duration of their stay.

Pupil's attending the clubs must agree to:

- Be kind to others and share the toys and games.
- Always treat the toys and equipment with respect.
- Tell an adult if I have a problem.
- Try to keep the promises I make in the school code of behaviour.
- Respect myself, all staff and other children and behave sensibly at all times.



SUMMARY OF BREAKFAST CLUB

Booking

- Bookings must be made on Wisepay by midnight to secure a place for the following morning. Bookings made after this time will incur a double charge.
- There are limited spaces available which are allocated on a first come first served basis.
- Bookings can be made up to half a term in advance.
- Payment must be made at the time of booking using Wisepay, the school's online payment system.

Changes to the booking

- Cancellations, amendments or changes must be made by 9am of the Friday before the week of the bookings. When the previous Friday is a school holiday or an INSET day cancellations, amendments or changes will need to be made by 9am of the last school day. Cancellations made after this time will still be charged.
- Cancellations due to a child's illness will not be charged if the office are informed that a child will not be attending the club.

Use of the Club

- Parents need to accompany their child into the school for Breakfast Club and sign them in on the register.
- Children cannot arrive at the Breakfast Club any earlier than 7.35am. Staff may be present but this is to allow adequate time for setting up prior to children arriving.
- Children must not arrive at the Breakfast Club without a booking.
- Parents are asked to respect and trust the decisions made by staff and behave in an appropriate manner to all staff.

The Breakfast Club is part of Echelford Primary School governed by the school's local governing body.

Please be aware that we reserve the right to refuse access to this facility for any parent who refuses to abide by the procedures and protocols in place to ensure the safety and welfare of our children.

Notes

ECHELFORD PRIMARY SCHOOL BREAKFAST CLUB DECLARATION

The parent(s) of any child/ren attending the Breakfast Club must read and understand the Terms and Conditions before signing the following declaration.

Having read, understood and accepted all statements made in the Terms and Conditions I/We will comply with all the procedures.

I understand that any decisions made by the Breakfast Club will be final.

Print full name _____

Signed _____

Dated _____

Name(s) of Child/ren _____

My child has special YES / NO (please delete as applicable)

dietary requirements Details: _____

I understand that these terms and conditions will be reviewed annually.

(last reviewed January 2019)