

INTAKE FARM PRIMARY SCHOOL & NURSERY

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Headteacher: Mr Julian Fieldwick B.Ed (Hons)



Sunrise smiles breakfast club key information:

Opening Times: 8.00am-8:50am Monday to Friday.

Venue: School Hall / Dining Hall (entrance through main reception).

Price: £3.00 per session or £15.00 for all week

Children: Reception to Y6

Registration

If you want your child to attend breakfast club, you must complete a registration form before they can attend and return to the school office.

A record will be kept for each child with details relating to their address, contact details, health conditions including allergies and dietary needs.

Records will be kept in respect of accidents and any behaviour issues which may arise.

Parents and carers are responsible for updating personal details as required.

Booking and payment

Places are limited and are often in high demand, so it is advisable for parents and carers to book and reserve places as soon as possible.

Places will be allocated on a first come, first serve basis, with priority given to those seeking a 'full-time' place.

You are able to pre-book a regular Breakfast Club place, please let us know which days you would like your child to attend. If a pre-booked session is regularly cancelled (ie.3 times or more) we may refuse further pre-booking.

Together, we can achieve anything!



All payments must be made in full at time of booking on sQuid, however we do accept cash but this must be paid in advance. We reserve the right to cancel your place for continued lateness of fees.

We require all bookings to be made the week before - Friday at the latest. If your child is unwell and unable to attend breakfast club, please inform our school office, no charge will be made. If a place is cancelled with 24 hours' notice for any other reason, no charge will be made.

Provision

A nutritious breakfast is provided, which includes cereal, toast, fruit juice or water. This is included in the price. After they have eaten the children have various activities to keep them occupied.

Supervision is provided by our own trained staff.

Breakfast is served from 8.00am – 8.30am and it is OK if your child doesn't arrive until after 8.30am. However, no breakfast can be served after this time as we need to get the hall cleared ready for school.

Our breakfast club operate in line with School Policies at all times, including: behaviour policy. SEND policy, safeguarding policy

Safeguarding Children

We comply with the school safeguarding policy and follow all relevant procedures. All staff have received full safeguarding training and first aid trained staff are available for any minor injuries.

Behaviour Management

Good behaviour is very important at Intake Farm primary school and Nursery and a high standard is expected.

We believe that children flourish in an ordered environment in which children know what is expected of them and they are free to develop their play and learning without fear of being hurt or hindered by anyone else.

The policy used in the club is similar to the policy used in the school. In the unlikely event of serious misbehaviour, staff may contact the parent to discuss the problem and if the situation cannot be resolved, a place in the club may have to be refused to ensure that other children can enjoy their club experience.

If your child is attending Breakfast club, you are agreeing to the procedures described above.

Child's name _____ Class _____

Signed _____ Date _____

Print name _____

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