St Augustine's Catholic Primary school

BREAKFAST CLUB CHARGING POLICY

Date of last review:	Date of next review:
May 2024	May 2025

1. St Augustine's Catholic Primary School on-site Breakfast Club:

1.1. The Breakfast Club provides before school care for children in Nursery to Year 6.

1.2. Breakfast Club is available 8am-8:45am, Monday to Friday, term time only and is closed for teacher training days in line with the school calendar.

1.3. There are either 45 or 50 spaces available per Breakfast Club session depending on the daily staffing level.

1.4. There are at least four members of staff present per Breakfast Club session. At least two of these members of staff will have Higher Level Teaching Assistant status.

2. Booking and paying for Breakfast Club:

2.1. Breakfast Club is currently charged at **£4** per session.

2.2. Breakfast club sessions must be booked at the end of each term ready for the next term, and for a term at a time. If the school is not notified of any changes required by the end of each term for the next term, we will assume the current booking is to continue.

2.3. Once booked, these sessions cannot be cancelled until the next term booking period however additional sessions can be added if required with agreement of the Breakfast Club staff.

2.4. An invoice is produced termly once sessions are confirmed with Breakfast Club staff and payment is via our online payments system, Wisepay, childcare vouchers or through a tax-free childcare account. No cash is accepted at the school.

2.5. The invoice is produced using the Breakfast Club register recorded daily by the Breakfast Club staff.

2.6. The school office should be notified if a payment is made through a tax-free childcare account including the payment reference to enable the payment to be reconciled to the school bank account.

2.7. Payment will still be required for booked sessions even if your child does not attend (see section 8).

2.8. Payment of additional or ad-hoc sessions booked during the term will be through the next terms invoice (see Section 4).

2.9. Annually in the Summer Term, forms will be sent to existing Breakfast Club families asking them to indicate sessions required for the return to school in September. Existing attendees will be offered September spaces as a priority, with any remaining spaces available offered to those on the waiting list and then to new Reception and Nursery starters.

3. Food, drink and activities provided:

3.1. Children who attend the Breakfast Club will be provided with breakfast including toast, with an option of apple juice, orange juice, milk or water. Breakfast is served until 8.30am. Children who arrive after this time will not be able to receive breakfast but can access the play activities.

3.2. Daily activities include board games, lego, colouring and craft with the option to use the reading corner.

4. Additional Sessions:

4.1. If an additional session is required, either on a regular basis or an one-off ad-hoc basis, Parent's should contact the school office either in person, by telephone on 01603 743317 or by emailing office@st-augustines.norfolk.sch.uk. Please state which additional sessions you require. These will be confirmed with the Breakfast Club staff, where there is space available, and you will receive email or telephone confirmation that the session has been booked.

4.2. Payment of additional or ad-hoc sessions booked during the term will be through the next terms' invoice and paid as per section 2.4.

5. Increase in fees:

5.1. If we need to increase fees for Breakfast Club sessions, we will give you one terms notice.

6. Payment terms:

6.1. A deposit or registration fee will not be charged for any Breakfast Club bookings.

6.2. No 'top-up' fees will be charged to subsidise entitlements.

6.3. Once an invoice is raised for Breakfast Club fees, payment must be made within 2 weeks or the date stated on the invoice.

6.4. A reminder will be sent if payment is not received after this time period. Breakfast Club sessions will be stopped for your child if payment is not received.

6.5. If you have any issues with making payments, please speak to the Finance Officer in the main school office. The school has a separate bad debt policy which will be followed where necessary.

7. Absence:

7.1. If your child is absent from school for any reason, including illness or authorised circumstances, a charge will still be made for the missed Breakfast Club session.

7.2. If you have pre-booked an ad-hoc session but do not attend, no charge will be made unless the booking has prevented a space being offered to another child.

7.3. The Headteacher's decision regarding absences is final.

8. Unavoidable school closures:

8.1. The school policy and procedures apply.

8.2. Breakfast Club is closed for the main school holidays and staff training days.
8.3. Should the main school be closed for reasons beyond our control, such as adverse weather conditions or power cuts, you will not be charged for the Breakfast Club session missed.
8.4. The Headteacher's decision regarding charges is final.

9. Waiting List:

9.1. The maximum number of children booked per Breakfast Club session is 50 however, this can be increased to 51 only at the discretion of the Breakfast Club staff where there are 49 booked and siblings require the remaining space.
9.2. A waiting list will be held by the School Secretary in the school office. Children who require an additional day but the day is already at maximum capacity will be added to the waiting list. The waiting list records the child's name, day requested and date of request.
9.3. Once a space becomes available, the waiting list will be checked and the first child on the waiting list will be offered the space (or children, see section 9.1)
9.4. If the parent declines the space due to change of circumstance, it will be offered to the next child on the waiting list.

10. Safeguarding:

10.1. There will be at least one Designated Safeguarding Lead (DSL) on-site every day available for direct contact during Breakfast Club sessions.
10.2. Breakfast Club staff are school employees and attend annual safeguarding training ensuring they have a clear understanding of the school and Trust safeguarding policy and how to report concerns timely.