

Breakfast Club

Information & Terms and Conditions

Welcome to our Out of Hours Care at St Joseph's School.

The breakfast club is organised and run by St Joseph's Catholic Voluntary Academy as part of its extended school provision. It Offers children the opportunity to arrive from 7:30am, where they can enjoy a selection of food and drinks to support a healthy start to their day and take part in a range of activities.

Our Aims

- To provide a welcoming, safe and secure environment for pupils before the beginning of the school day.
- To enable pupils to eat breakfast, setting them up for the day.
- To enable children time to read or complete homework with the help of our staff.
- To provide a calm and playful environment for all pupils.

The breakfast club is open to all pupils attending St Joseph's School. It is open from 7:30am each day (term time only). Access to the breakfast club will **only** be via the school office.

Breakfast will only be served to children up until 8:15am. If your child arrives after this time, they will not receive a breakfast. This is due to staff needing to clear food away and ensure that the hall is ready for the start of the school day.

Your children's personal information including medical details and parental contact numbers are kept in the school office. It is your responsibility to ensure that the office is informed of changes and that all information is up to date.

Staffing and Supervision

Children are supervised at all times. The breakfast club can accommodate up to 45 pupils and operates with 3 members of staff on duty. All staff members are DBS checked and at least one member of staff on duty holds a Paediatric First Aid Certificate.

Behaviour

Our behaviour policy aligns closely with the school's overall behaviour policy. It follows a whole school approach that focuses on positive reinforcement and modelling good behaviour.

Children are expected to demonstrate high standards of courtesy and behaviour at all times. If there are concerns regarding a child's behaviour, parents will be contacted. Exclusion from the club will only be used as a last resort, if all other strategies have been tried and unsuccessful.

Booking and Payment

The cost of our breakfast club is £3.50 per session, per child.

You **must** book and pay for each session and child via ParentPay prior to attending. Children should not attend the club if they are not booked in. Should you experience any difficulties with this, the office staff are happy to help and support.

It is your responsibility to book your child's session. Sessions cannot be guaranteed if they are not booked.

It may be necessary to review and amend fees and charges from time to time and notice will always be given.

Cancellations and Refunds

You are able to cancel any bookings by calling through to our Out of Hours Team or the school office. Contact details are below.

Please note that refunds for cancellations can only be given if at least 48 hours notice has been provided. Refunds are **not** given if your child does not attend or has not provided the notice period.

Contact

Our Out of Hours managers are available to provide support when regular office hours have ended, via a dedicated phone line or email address, to support any issues or queries promptly during this time.

Mobile – 07434868922

Miss Heath – mheath@jph.srscmat.co.uk

We look forward to welcoming your children to our club!

