

*Be the best you can be, every day*

Dear Parent/Carers

**Breakfast Club**

[breakfastclub@northdowns.surrey.sch.uk](mailto:breakfastclub@northdowns.surrey.sch.uk) / 07718 485988 / 01737 841706

The club will be available Monday to Friday in the Main Hall at Brockham, between 8:00am and 8:45 am, and fully supervised by experienced staff.

Children will be offered a breakfast including cereal, toast and jam, fruit, yoghurt and fruit juice.

They will then have supervised activities in the hall, and will join their classes at 8:45 - younger pupils will be escorted to their classrooms.

The cost of attendance is £4.50 per session, and this fee is **payable weekly in advance**. *No payment may be accepted by Breakfast Club staff.*

Payment can be made preferably online via Tucasi. Log into Tucasi in the usual way. You will find Breakfast Club listed within the purchase options. You must purchase the correct quantity of sessions that you have signed up for (i.e. 2 sessions = £9.00). Alternatively, please bring cheques (payable to North Downs Primary School) to the school office.

We are unable to accept pupils for breakfast without advance notification for Safety reasons.

We have two requests:

- 1) Pupils **MUST** arrive in the Hall by 08:15 at the very latest to allow them sufficient time to eat before the school day starts.
- 2) On the day of attendance, parents/carers must bring pupils straight to the Hall, where they will be greeted by Breakfast Club staff.

Attached are copies of the “Agreement for Breakfast Club”, “Breakfast Club Policy” and “Pupil Contact/Medical/Dietary Form” - which must be returned to the School Office as soon as possible.

Finally, we hope your child will enjoy attending our Breakfast Club!

Yours sincerely

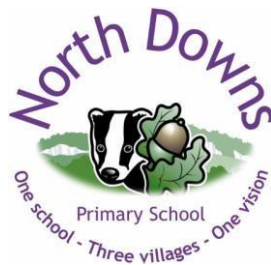
**Head Teacher: Mrs. Jane Douglass**

**North Downs Primary School**

Telephone: 01737 843384

Email: [info@northdowns.surrey.sch.uk](mailto:info@northdowns.surrey.sch.uk)

Main Office: Brockham Village, Wheelers Lane, Brockham, Betchworth, Surrey RH3 7LA Fax: 01737 845150  
Betchworth Village, The Street, Betchworth, Surrey RH3 7DJ Fax: 01737 843295 Leigh  
Village, Tapners Road, Leigh, Surrey RH2 8NN Fax: 01306 611248



JL Douglass

Mrs Jane Douglass  
Head Teacher

## **Breakfast Club Policy**

### **Aims**

The safeguarding of children is our first priority

To offer a safe, secure and friendly environment in which children can enjoy a healthy nutritious breakfast under the supervision of qualified staff.

To provide nutritious food in accordance with the school's healthy eating policy, served in a relaxed and supervised environment.

To enhance the community spirit of North Downs Primary School, and contribute towards our extended school role.

### **Basic Provision**

The Breakfast Club will open term time only on:

Monday to Friday From:

8:00 - 8:45 a.m. (Breakfast served from 8 - 8:30)

Breakfast comprising cereal, toast, fruit, yoghurt and juice will be provided and activities will be offered to children once they have eaten.

Older children will be escorted to the playground and younger children taken straight to their classrooms at the end of each session.

There will be at least 2 members of staff for 8 or more pupils.

### **Practical matters:**

Two experienced members of staff will be present throughout.

All NDPS staff have DBS clearance

Registers will be taken

Staff will have full details of medical and other special needs

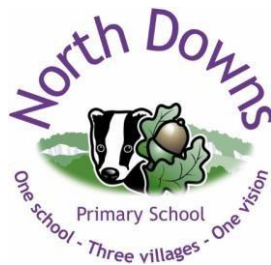
Staff will always have mobile phones or walkie talkies in case of emergencies the school's Fire Procedures will apply

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## **Agreement for Breakfast Club**

### **Booking**

Places on Breakfast Club are allocated on completion of a booking slip, which must be signed.

Parents are responsible for informing any food allergies.

Each session or part session is £4.50 and the fee is payable weekly in advance through the school's on line payment system.

Refunds will not be paid for absence, but at the head teacher's discretion a credit may be given for a future session.

The school reserves the right to decline attendance by any pupil.

### **Sessions:**

Sessions are 8:00 to 8:45 Monday to Friday in the Hall at Brockham. Children will be provided a breakfast from among the following items:

Cereal

Milk, toast

Butter

Jam

Fruit

Yoghurt

Fruit juice

Children will be given enjoyable and age appropriate activities after breakfast

Older children will walk to their class at 8:45

Younger children will be taken to their class at 8:45

All sessions are for term time only. There will be no sessions during INSET closure days.

### **Facilities:**

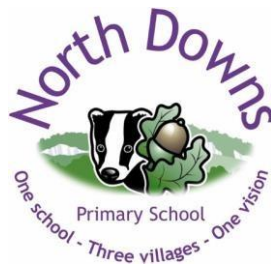
The Hall will be available for the club's exclusive use. Tables and chairs will be set up and taken down by club staff. The food will be provided by Surrey Commercial Services and both served and cleared by club staff. All equipment and consumables will be provided by the club. School toilets will be available if required.

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**Fees:**

Fees are payable weekly in advance through the school's online or office payment systems. The fee is fully inclusive. Breakfast club staff are unable to take any payments. No child for whom payment has not been received will be able to attend the club. Any fee arising from referred cheques etc will be a charge to the payer. Sessions are non transferrable.

**Cancellation Policy:**

Please be advised that clubs need a clear 48 hours notice of cancellation of a space/spaces. Should the required notice not be received, the full charge will be incurred.

**Absence:**

Session missed for reasons of sickness will be credited. Refunds will be made only at the end of the booking period, or when the child leaves school.

**Termination:**

In the event of cancellation the school will provide at least one week's notice. In the event of withdrawal from the club the parent will provide at least one week's notice.

**Behaviour:**

Pupils are expected to comply with the behaviour expectations of the school. Parents will be advised of any behaviour issues, and in the event of persistent non compliance a pupil may, at the head teacher's discretion, be declined. In this case all fees paid in advance will be refunded.

**Arrival:**

Pupils should be brought to the Hall door, where they will be greeted by Breakfast Club staff.

**Medication:**

Only such medication that has been agreed under the school's Medication Policy may be brought to Breakfast Club. These will not be administered by Breakfast Club staff, but will be taken by pupils to their classrooms. When Breakfast Club staff have been made aware by parents that medication has been brought to school, that information will be relayed by Breakfast Club staff to the class teacher concerned.

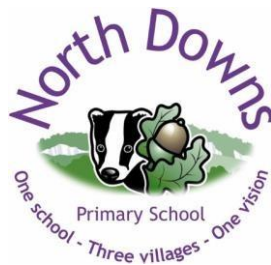
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**Allergies:**

Parents must provide Breakfast Club staff with written details of any food allergies.

**Infectious diseases:**

Parents must inform the club staff as soon as possible if their child has an infectious disease. The club will take advice from the local government 'infection control for day care' guidelines and will act in accordance with their advice. The club retains the right to refuse admission on health grounds to any child who has one of the diseases listed in Appendix 1 or if staff judge that they are too unwell to attend.

**Personal Property:**

All items of clothing and other property must be named. The Breakfast Club and school accept no liability for loss or damage to pupils property however caused.

**Emergency Contacts:**

The parent must provide emergency contact details for every pupil attending Breakfast Club, these details to cover every session to be attended. Staff will record these details with their register.

**Fire and emergency procedures:**

The Breakfast Club will comply with all existing school policies concerning fire and other emergencies. The priority of all staff will always be the safe evacuation of all pupils, staff and visitors. Copies of these policies will be provided on request.

**Complaints:**

In the event of any concerns please speak first to the Breakfast Club staff. In the event that your concern is not dealt with, please contact the head teacher, by email at [head@northdowns.surrey.sch.uk](mailto:head@northdowns.surrey.sch.uk)

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