

St Matthew Academy Breakfast Club Information

This is an early morning school provision, run at St Matthew Academy. We provide our primary pupils with a safe and fun place to start their school day. The club runs from 7.30am to 8.50am during term time, excluding inset days. The cost per session is £2.50 (subject to review). Spaces are allocated on a first come first served basis. Please note if your Breakfast Club account is in arrears this must be paid in full before signing up for the next half term. We are only able to accept your child on the days booked and paid for. All days booked will be charged whether your child attends or not. We are unable to offer child care provision on a week by week adhoc basis, but may have some emergency sessions available for a one off place.

The club will provide a quiet space (for reading etc) and a free play area, as well as more structured activities. Each morning a nutritious breakfast will be provided and the pupils will be encouraged to help themselves, sit down, talk together and then clear up their dishes. At the end of the session, we hope that pupils will feel full, happy and ready for the day's learning ahead.

During the current climate, children are sat within their class bubbles and breakfast is served to them to minimise movement and ensure social distancing is in place. Each class bubble has their own set of resources – board games, pens, paper etc, that are sanitised at the end of each session.

Breakfast

Items include; a selection of cereals, toast, bagels, fruit etc. Occasionally, the breakfast menu is supplemented with seasonal treats, different bakery goods or foods from around the world to reflect the curriculum in school.

Withdrawing your space

If you would like to withdraw your space, you must inform the school in writing to info@stmatthewacademy.co.uk two weeks in advance. Fees are non-refundable – there is no exception to this.

Varying your days

If you need to amend the days you have booked, please email info@stmatthreacademy.co.uk with as much notice as possible. We will check our lists and advise you if there is capacity to change your days. Payments are expected to be paid for the days agreed.

All fees must be paid a month in advance via ParentPay. The school will closely monitor payments. Fees owing for two weeks or more will result in the withdrawal of the Breakfast Club space. Once payment has been made your child's name will go to the bottom of the waiting list.

It is your responsibility to inform us if you no longer require the club or need to change your booked days as you will be charged for the place whether your child attends or not.

St Matthew Academy Breakfast Club

1.0 Aims

- 1.1 To provide a welcoming, safe and secure environment for pupils before the beginning of the school day
- 1.2 To provide an affordable, early drop off childcare facility for parents and carers during term time (excluding Inset days)
- 1.3 To continue to build positive links/relationships with parents
- 1.4 To provide children with a nutritious breakfast at the start of the day in a pleasant and relaxed environment
- 1.5 To provide a calm play environment in which children can engage socially with children from other year groups, therefore strengthening relationships in the school community

2.0 Procedures

- 2.1 Staffing – There will always be a minimum of two Breakfast Club staff at each session. In addition to Breakfast Club staff, members of the facilities team will be onsite along with members of the Senior Leadership Team. All children need to be dropped off between 7:30am and 7:45am at the main entrance. Please stay with your child until they are buzzed in by a member of the Admin team. Parents should not drop off their children earlier than the start time of 7.30am as there will be no supervision of children arriving earlier.
- 2.2 The St Matthew Academy Behaviour Policy will apply to all children attending the Breakfast Club

3.0 Applying for a space – Places are pre-booked

- 3.1 Please email info@stmatthewacademy.co.uk and ask for a form to be emailed to you. Alternatively ask for a paper copy and one will be given to the class teacher for you at the end of the day.
- 3.2 Please read through all the information and complete the form with all details requested. Email the form back to info@stmatthewacademy.co.uk or return the paper copy to your child's class teacher
- 3.3 You will be informed by email as to whether your child has a place and the start date, or has been put on the waiting list

4.0 Finances

- 4.1 Payment/Non-payment.
 - 4.1.1 Your ParentPay account must be credited in advance with the amount to cover the forthcoming month. Except in exceptional circumstances, and following written agreement from us, in cases of non-payment, the place will be offered to another pupil if the balance is not settled within 14 days of the last session attended. Access will be denied from that date onwards.

4.1.2 A letter will be sent in advance of any such action

5.0 Variations and Cancellations

5.1 Spaces can only be terminated or varied in writing by emailing info@stmatthewacademy.co.uk

5.1.1 A notice period of 2 weeks in respect to terminating a space

5.1.2 As much notice as possible for amending days

5.2 Cancellation by Breakfast Club: The only possible cause for cancellation would be if the school has to close – reasons could be, but are not limited to, adverse weather conditions, problems with the building, e.g. no heating or water supply.

5.3 In the event of an unexpected closure, a member of the school team will either send a text message, or will endeavour to contact individuals by telephone before 7:30am. A 'credit' will be made in respect of any days cancelled by us.

Breakfast Club Booking Form

Please complete one form per child

Child's Name:	Year Group:
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Days Required – please tick as appropriate

Monday
 Tuesday
 Wednesday
 Thursday
 Friday

My child: (please tick as appropriate)

- Does not have any dietary requirements
 Has dietary requirements, which I have listed below:

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The cost of the club is £2.50 per day and runs from 7:30am to 8:50am term time only

I agree to pay the cost of the club on a monthly basis and understand that if my child does not attend, the session is still chargeable.

I agree to inform the school in writing to info@stmatthewacademy.co.uk two weeks in advance if I need to withdraw my child's space.

If I need to amend the days my child attends the provision, I agree to inform the school in writing to info@stmatthewacademy.co.uk giving much notice as possible. I understand that they may not be able to accommodate my request.

Parent's name:	Signed:
Date:	

Breakfast Club / Office Use Only:

Date form received: - _____

<input type="checkbox"/> Space given	<input type="checkbox"/> Placed on Waiting List
Start Date:- _____	Current number on Waiting list: - _____
Date parents informed:- _____	
Date finance informed _____	Start Date: - _____
	Date parents informed:- _____