



Abbots Hall Primary Academy Breakfast Club

Welcome and thank you for showing an interest in our Breakfast Club Provision!

By booking a session at Breakfast Club, you are agreeing to all terms and conditions as set out in this Service Level Agreement and that, whilst using our out-of-school childcare, you will adhere to them.

Welcome to Abbots Hall Primary Academy Breakfast Club and thank you for choosing us to help you with your out-of-school childcare.

The club is run by school staff, ensuring that those taking care of your children already know them well.

Objectives

- To provide a welcoming, safe, secure environment for pupils before the start of the school day.
- To provide breakfast and a range of activities that will help their minds and bodies prepare for school.
- To provide an affordable service for working parents.

Organisation

The Breakfast Club is open to pupils attending Abbots Hall Primary Academy. Unfortunately we cannot accept children from our Nursery, at this stage. It is held in the academy premises.

The club opens at 7.30am, with access through the main Reception. Please use the doorbell in the Reception area when you arrive – Breakfast Club staff will take your child through to the main hall, where they will be registered and able to order their breakfast.

Children stay at Breakfast Club before going to class at 8.40am, when school starts.

Food and Activities

Children are able to choose from a selection of:

- Juice
- Toast/crumpets/muffins/pancakes
- Cereals/yogurts/fruit

Activities include various toys, games and group games led by the Breakfast Club staff.

Contacts

Details of responsible adults listed on your child's Arbor account will be used if necessary whilst your child is at the club. It is important that you keep these details current and up-to-date. Parents can apply to make changes via Arbor.

Booking

Parents are responsible for booking all sessions required via Arbor; this may be via the Parent Portal (website) or by downloading the Arbor app. **Payment is due at the time of booking.** Parents are able to pre-book as many sessions as there is sufficient credit for.

Please visit the school website (**abbots-hall.co.uk**) for full instructions on how to book and current pricing. Cut-off for online booking is at **7am on the day**.

It may be necessary to change fees from time to time. However, parents will be given notice of this one term in advance.

Payments

Payment should be made by one of the following methods:

- Via the 'top-up' function on Arbor for immediate credit.
- Childcare vouchers, quoting the school Ofsted number of 109308. **Please ensure payment is received by the school at least 2 working days before a session is booked. This enables a credit to be uploaded to your Arbor account, ensuring funds are available for booking.**

Cancellations

Parents are not able to cancel or amend sessions via Arbor. If, for any reason, your child does not attend a pre-booked session, the booking will subsequently be cancelled. Funds will be recredited to your child's Arbor account.

Use of Registers

Children are registered as they begin the provision. The Breakfast Club staff retain the registers that are kept in the school office.

Fire Procedure

Children will exit Abbots Hall Primary Academy and assemble on the playground. The register will be taken and the children checked.

Staffing and Supervision

The children are adequately supervised at all times by a minimum of two members of staff on duty. All members of staff have a valid DBS certificate. All members of staff on duty hold a current first aid certificate. At least one member of staff on duty has completed the food hygiene course.

Behaviour Policy

Our Behaviour Policy will be in line with the school's Behaviour Policy. Children are expected to show a good standard of courtesy and behaviour at all times. If there are concerns with behaviour then parents will be contacted.

Exclusion from Breakfast Club will be the final sanction from such provision when all possible strategies have failed.

First Aid

If First Aid is administered, the treatment given is recorded in the Breakfast Club's First Aid record book.

Medication

During the school day any medicines are stored in the school office and parents needing to deposit these within Breakfast Club hours will need to inform both the school office and the Breakfast Club staff. Parents who require staff to administer medicines should complete the Medication form, available from the school office.

Regarding the use of inhalers, which are normally stored in the classroom, parents are requested to provide the Breakfast Club with a separate inhaler for the children to use during out-of-school provision.

Risk Assessment

A risk assessment has been carried out for the Breakfast Club.

This Terms of Use document will be reviewed by the governing body as and when it is deemed necessary with changing circumstances and the extended numbers to the school.