



Bickerton Holy Trinity Church of England Primary School

Long Lane, Bickerton, Malpas, Cheshire

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Headteacher: Victoria Williams

“Life in all its Fullness”

I have come so that you may have life – life in all its fullness. (John 10:10)

These Terms and Conditions govern the operation of the Bickerton Breakfast Club and form an integral part of the agreement between the parent/carer and the school.

Nothing in these Terms and Conditions affects the statutory rights of the parent/carer.

Breakfast Club Service

The Bickerton Breakfast Club operates Monday to Friday, from **7:45 a.m. to 8:30 a.m.**, which coincides with the start of the school day. The club does not operate during school holidays or on INSET Days.

Breakfast Options: The breakfast menu will vary daily, including options such as cereals, toast with various toppings/spreads, bagels, pancakes, fruit, yoghurt, and drinks like fruit juice or water.

Activities: A range of supervised indoor and outdoor activities will be provided to engage the children until the start of school. Children will only be admitted to the club from **7:45 a.m.** onwards. Any planned closures will be communicated in advance.

Bookings and Cancellations

Bookings must be made using our online system at www.schoolmoney.co.uk. Cancellations can be made up to **2 days** before the booked session, with a full refund offered within this timeframe. Non-attendance for sessions not cancelled within this period will incur the full charge.

Payment of Fees

Fees: The cost for each morning session is **£5.50**, regardless of the child's arrival time or whether they have breakfast.

Payment Method: Fees are due at the time of booking via the School Money system. We also accept payment through employee schemes and childcare vouchers, subject to confirmation that we are registered with the relevant scheme.

Missed Sessions: No refunds will be issued for missed sessions due to sickness, holidays, or any other reason.

Outstanding Payments: If fees remain unpaid one month after the invoice date, your account will be referred to the Headteacher. We reserve the right to withdraw your child's place at this point. If you are experiencing financial difficulties, please contact the School Bursar or Headteacher to discuss possible support.

Fee Increases

Bickerton Holy Trinity Church of England Primary School reserves the right to review and adjust the Breakfast Club fees annually.

Illness

Updated March 2025

In the event of an accident, staff will document the incident in an accident book. Parents/carers consent to the administration of first aid and/or emergency services being contacted if necessary. Emergency contact details will be taken from the pupil's school record, and school procedures will be followed for notifying parents in case of an accident.

Health Policy: Children should not attend the Breakfast Club if they are unwell. In cases of sickness or diarrhoea, children must be symptom-free for **48 hours** before returning.

Contact Information

Parents/carers must notify the Breakfast Club in writing of any changes to their contact details. It is essential that we have accurate and up-to-date information at all times. Parents/carers are responsible for ensuring that these changes are communicated promptly.

Allergies, Asthma, and Medical Conditions

Parents/carers must inform the Breakfast Club in writing of any allergies, asthma, or medical conditions their child has or develops.

Given the increasing number of nut allergies, we ask parents to support our efforts in maintaining a **nut-free environment**. Parents should avoid sending food containing nuts or applying products with nut oil (e.g., creams or sun lotions) as this could pose a risk to other children or staff.

Behaviour and Conduct

Our staff will maintain a professional and respectful attitude at all times towards children, parents, carers, and colleagues.

We will work with parents/carers to manage any disruptive or inappropriate behaviour. However, if a child's behaviour is deemed unacceptable by the Headteacher or poses a safety risk to others, the child may be temporarily withdrawn from the club. During this period, we will work with parents/carers to address the issue.

For more details, please refer to the school's Positive Behaviour and Relationships Policy available on the school website.

Safeguarding Children

For further information, please refer to the school's **Safeguarding and Child Protection Policy**, available on the school website.

Termination

The school reserves the right to terminate the contract immediately if:

- Fees remain unpaid beyond the due date.
- The parent/carer's behaviour is deemed unacceptable.
- The child's behaviour is deemed unacceptable or threatens the safety and wellbeing of other children.

Parent Name _____

Parent signature _____

Date _____