St Andrew's C of E Primary School's Breakfast Club Booking Conditions and Information:

Charges - Breakfast Club opens at 7.45 am until the beginning of school and is held in the Dining Room and the Hall. We require children to arrive at 7.45 am. The price is £3.50 per child, per session (£5.50 for Nursery children). This will be charged to your ParentPay account. There is no expectation that children must eat breakfast. Parents may choose to use Breakfast Club solely for supervision. The cost will remain at £3.50 per child, per session (£5.50 for Nursery children).

Bookings - We require you to book and pay for places in advance. Bookings must be made by 10.00 am on Wednesdays, for the following week. A link to the online booking form for each week will be made available on ClassDojo and the school website every Wednesday after 10.00 am. If you are booking for more than one child, please complete a separate booking form for each child.

Payment - Payment must be made in advance through ParentPay. Bookings will not be accepted if any payments are outstanding.

Changes or Cancellations - No refunds are available for cancellation or illnesses as staffing is put in place in advance to facilitate this Breakfast Club provision.

Arrival - All children must be accompanied by their parent/ carer to the Breakfast Club where a member of staff will sign them in.

Behaviour - All normal school rules apply at Breakfast Club and the school's Behaviour Policy will be adhered to at all times.

Contact details - It is your responsibility to keep us updated of any changes to your contact details, or the details of people who we can contact in an emergency if you cannot be reached.

First Aid - All Breakfast Club staff are trained to deliver First Aid.

Concerns - Should you have any concerns regarding your child's time at St Andrew's Breakfast Club, please in the first instance talk with the leader of Breakfast Club, Mrs Webb. If you are not satisfied with the action taken, please speak to Mr Snelling about your concerns. We will investigate your concerns and respond as quickly as possible.

Data Protection - The personal information requested on our booking form is required to allow our employees to provide Breakfast Club. St Andrew's C of E Primary and Nursery School fully complies with information legislation. For full details on how we use your personal information, please see our overarching privacy notice on our school's website or contact the School Office if you are unable to access the internet.

St Andrew's C of E Primary and Nursery School, Mansfield Road, Skegby, Notts, NG17 3DW

Tel: 01623 484522

Website: www.st-andrews.notts.sch.uk