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*Excellence, Respect, Friendship*

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# **CAWSTON GRANGE PRIMARY SCHOOL**

Breakfast Club  
Registration Form  
And  
Terms and Conditions  
September 2024

**ALL PLACES NEED TO BE PRE BOOKED**

## **CAWSTON GRANGE PRIMARY SCHOOL BREAKFAST CLUB TERMS AND CONDITIONS**

The Breakfast Club is a business run by Cawston Grange Primary School and will operate under these terms and conditions, which may be subject to alteration at the discretion of the Academy Trust. The club will provide safe and pleasant facilities with planned activities for all the children in its care.

A choice of breakfast will be provided from 7.45am to 8.40am and consists of toast, cereal, porridge, juice, hot drink.

1. The Academy Trust and Headteacher will oversee the running of the club and decide on policy and practice.
  - a) The Club will be run on a day to day basis by the Breakfast Club Manager.
  - b) Parents may view Breakfast Club policy at any time.

If a parent has a complaint about the Club or a member of staff, they should contact the Headteacher.

Child protection procedures should be followed as instructed when registering.

2. Any child attending Cawston Grange Primary School is eligible to use the club. The Club will open from 7.45am until the start of the school day which is 8.40am. Children will be escorted to their classroom.

- a) Allocation of places will be in accordance with the admissions policy. Priority will be given to children already using the club prior to new places being allocated, however places have to be booked in advance.
- b) A registration form must be completed for each child/family before their first attendance.
- c) In the case of misbehaviour etc, a child's continued attendance at the Club will be at the discretion of the Headteacher.
- d) All places must be booked and paid for a week in advance via the SCOPAY app. payment can be made with Child Care Vouchers/ Government Child Care Tax Service. Please ensure that the school office are aware of your payment method. Places at the Club cannot be guaranteed if payment remains outstanding. If payment is not received the debt will be placed into the hands of our legal representatives and the child's place at the club cancelled.
- e) Under normal circumstances once a place has been booked **money cannot be refunded.** The exceptions to this are:

*For emergency school closures a full refund of sessions missed will be made, if a child attends a school residential trip a full refund of sessions missed will be made.*

3. Parents / Carers must accompany children into the Breakfast Club and report to the Breakfast Club Manager. Attendance will be recorded in the Breakfast Club register. Children attending before school hours remain their parent's responsibility until they arrive at the Club and are registered.
4. Charges are made per session. If a staff member requires a place at Breakfast Club for their own child, they will be charged at the discounted rate. If a member of staff who works in the Breakfast Club requires a place for their own child, they will not be charged.
5. The Breakfast club and staff are not responsible for any valuables (e.g. money, letters, musical instruments, sweatshirts, coats, shoes, trainers, lunch boxes, book bags, backpacks, sports bags etc).
6. Following Academy Trust guidelines Breakfast Club staff are unable to administer or supervise medication within the club.
  - a) In general, parents should arrange treatment so that it is not necessary for medication to come into the Club. Most medication can be managed by doses timed to outside the school/club day.
  - b) The only exception to these arrangements would be children who suffer from chronic illness or disability, which requires constant medication. In which case detailed written prescription arrangements must be provided to the club by parents.
  - c) If in the opinion of the Breakfast Club Manager, a child is not felt to be well enough to attend, the parent/carer will be contacted in order that the child is collected immediately from the Club until such time as he/she is fully recovered.

**FEES AND CHARGES**

<b>Session Time</b>	<b>Per child</b>
7.45am – 8.40am	Pre-booked sessions (sessions must be pre booked in advance) - <b>£4.50</b> per session Sibling discount - <b>£4.00</b> per session when attending the same sessions
Staff Employees of CGPS	£2.00 per session
Employees of the Breakfast Club	Free of Charge

For emergency school closures a credit will be issued of sessions missed.

**BOOKING IS REQUIRED VIA SCOPAY.**

**Payment is required at the time of booking via SCOPAY. You will only be able to book a place if you have credit on your account. This is different if you pay via CHILDCARE VOUCHERS/ GOVERNMENT CHILD CARE TAX SERVICE. The school office will need to be aware of your voucher method.**

**Details on how to access the SCOPAY APP will be sent to each parent. If you have any questions please contact the school office on [admin3594@welearn365.com](mailto:admin3594@welearn365.com)**

**Cawston Grange Primary School Breakfast Club Registration Form**  
**DfE Number 937/3594** **Ofsted Registration number: 140127**

**Please complete one form per child**

<b>Child's name</b>	<b>Home address</b>		
	<b>Post Code</b>		
<b>Sibling within school:</b>			
<b>Home telephone number</b>	<b>Date of birth</b>	<b>Sex</b> Male / Female	<b>Preferred name</b>
<b>Class</b>	<b>Email Address</b>		
<b>1. Parent/ Carer Name</b>		<b>Address if different from child (Invoice address)</b>	
<b>Relationship to child:</b>			
<b>Mobile telephone number</b>	<b>Home telephone number</b>	<b>Work Telephone Number</b>	
<b>2. Parent/Carer Name</b>		<b>Address if different from child</b>	
<b>Relationship to child:</b>			
<b>Mobile telephone number</b>	<b>Home telephone number</b>	<b>Work Telephone Number</b>	
<b>Please give details of any specific needs, notified health issues, allergies or regularly administered medication.</b>		<b>Please give details of any dietary requirements.</b>	
<b>Any other information relating to your child that you think may be significant or helpful.</b>			
<b>Permissions</b>			
1.	Permission to seek emergency medical care if unable to contact parent and to give details provided to relevant doctor. To receive necessary emergency medical and dental treatment, for an anaesthetic to be administered and for an operation to be performed when such treatment is necessary and only when a parent cannot be contacted.		Yes / No
2.	Permission for photographs of my child to be displayed at the Breakfast Club.		Yes / No
3.	Permission for photographs of my child to be taken by the local press for Breakfast Club publicity.		Yes / No
4.	Permission for photographs of my child taken by the Breakfast Club to be displayed on the school website.		Yes / No

**I have read, understood and agree to the attached terms and conditions and completed the registration form accordingly to confirm my compliance with these terms and conditions. I have been instructed regarding the action to take in the event of a complaint or allegations of child protection issues relating to the Breakfast Club.**

**Parent / Carer signature**

**Date**

## **Breakfast Club September 2024/2025**

### **Declaration**

**Child's Name..... Class .....**

**I/we have read the terms and conditions of Cawston Grange Primary School Breakfast Club and agree to follow its policies and procedures.**

**I am aware that all Breakfast Club places must be pre-booked and paid for via SCOPAY or Childcare Vouchers / Government Tax Childcare Service.**

**I/we will be using the following method to make payment**

**Paying directly through SCOPAY    [    ]**

**Government Tax Childcare Service Voucher (Childs reference number).....**

**Childcare Vouchers name .....**

**Reference .....**

**I consent to any emergency medical treatment necessary during the running of the club.    [    ]**

**Parent/Carer Signature .....**

**Print Name .....**

**Date .....**