

# Leen Mills Primary School Breakfast Club



## Breakfast Club Charter January 2022

### Leen Mills Primary School Breakfast Club will:

- Provide a safe and relaxed place for pupils to enjoy breakfast
- Serve healthy and nutritious food
- Keep a register of all pupils attending the club
- Provide activities for learning and enjoyment

### Guidance for Pupils and Parents:

#### **Please be aware that pre-payment via Parentpay is essential in order to use the Breakfast Club Service.**

Breakfast Club can operate with a drop in session on the day, however, must be pre-paid in advance of attendance. Parents must accompany children to the door. Unfortunately, any attendance without pre-payment can be refused.

- Pupils will have a choice to eat breakfast at the club and will be served until 8.20am (included in the price)
- Pupils will be allowed into the club between 7.30am and 8.30am (£2.75 entry)
- Breakfast will be served between approximately 7.50am and 8.20am
- We encourage healthy eating
- Following breakfast, pupils will move to the activities in the hall or outside with a Breakfast Club Leader (currently activities will be limited)
- Pupils will be asked to tidy up before leaving at the beginning of the school day
- Pupils should remain in the hall until the Breakfast Club Leader sends / takes them to class
- Pupils should not open any external doors to let others in
- Children will be expected to follow the RESPECT school behaviour rules
- Parents and children should be aware of the returning to school rules (Covid-19) prior to returning
- **Parents should accompany their child to breakfast club, however, if this is not possible and your child walks to Breakfast Club on their own, please inform the school the evening before so we know what time to expect them. If they fail to arrive at this time we will telephone you straight away.**

Pupils need to wait to be let in and then signed in to the Breakfast Club register.

### Breakfast Club Staff:

Breakfast Club Leader: Mrs C Burton

(Mon – Fri)

Breakfast Club Staff: Mr C Jackson; Mrs L Murden;

## Payments:

The charge for Breakfast Club is £2.75 per session. Sessions must be paid for in advance of using the club or in the case of emergency childcare, a payment must be made on the day. Children may not be accepted to attend Breakfast Club unless the session has been pre-paid for in advance of the session using ParentPay. Failure to pay will result in follow up action being taken by the school; this may include your child being refused a place at Breakfast Club.

School is cashless therefore; any Breakfast Club payment must be made using the ParentPay service. ParentPay allows you to make secure online payments using your credit or debit card. If you experience any difficulties, please contact the school office on 0115 9536688.

## Vouchers

We also accept payment by childcare vouchers please discuss this option with your employer. Paying by childcare voucher allows tax savings to be made. You will still need to make payment using ParentPay – Once vouchers are received payments can then be refunded.

Due to tax purposes voucher credits will not be refunded to parents or transferred to other payment items – if refunds are required this will be arranged with the voucher company. Any positive balances can be saved for future use.

Please see temporary arrangements for Covid-19.

## Pupil Premium children

**If your child is Pupil Premium, they are currently able to access Breakfast Club free of charge. Please contact the school office for further details.**

Breakfast Club is free entry for Pupil Premium children (children must be registered and on the current Free School Meals register – Universal Infant Free Meals **not included**) If you think that your child is Pupil Premium eligible please register with Nottinghamshire County Council on 0300 500 80 80 or <https://www.nottinghamshire.gov.uk/education/school-meals/free-school-meals-and-milk>

## Refunds

In order to cancel a Breakfast club session please email with 48 hours notification to [office@leenmills.notts.sch.uk](mailto:office@leenmills.notts.sch.uk) or telephone 0115 9536688. Please be aware that refunds will not be issued for non-attendance.