

## Booking

- Places must be booked each half term in advance. Additional sessions may be booked, dependant on availability but **one week's notice will be required.**
- Parents/carers must complete the registration form and hand to the school office before pupils attend Breakfast Club.

## Cancellation

- If you wish to cancel your child(ren)s place we require one week's notice inwriting to the school office.

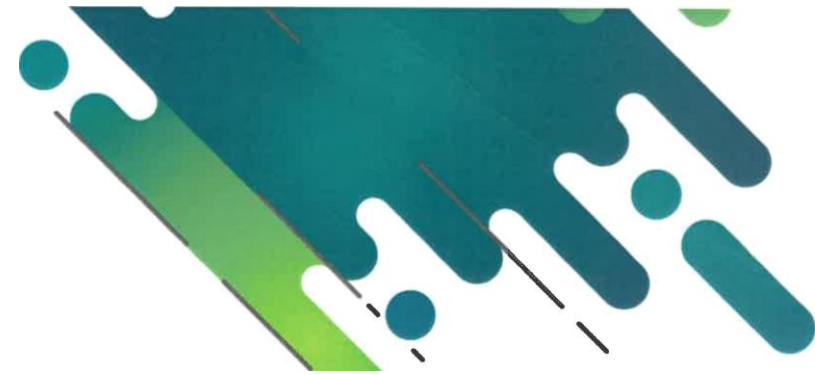
## Refunds

- If the school cancels the club, a refundwill be offered or the chance to carry payment forward.

For further information about the  
Breakfast Club  
Please contact the school office.

(01460) 62350  
[office@manorcourt.ppat365.org](mailto:office@manorcourt.ppat365.org)

Manor Court Community  
Primary School  
Duck Lane  
Chard  
TA20 2ES



Manor Court  
Community  
Primary School

**Breakfast Club – 2024.2025**  
(Breakfast Club Policy)





## Aims

- To provide an affordable, early drop-off childcare facility for parents/carers.
- To provide a welcoming, safe and secure environment for pupils before the beginning of the school day.
- To provide children with a nutritious breakfast at the start of the day in a pleasant, calm and relaxed environment.

## Organisation

- Breakfast club is open from 7:30 am — 8:50am.
- The club is available for pupils from Reception to Year 6.
- Each child attending Breakfast Club should be escorted by a parent/carer.
- Children will need to arrive by 8:15am to receive a breakfast.

## Catering

- Water is available to children at all times.
- Fruit juice and milk are also available. A variety of breakfast choices are available to children, including toast and cereals.

## Sickness/Medication

- All medication administered will follow the existing school policy.

## Safeguarding & Health and Safety

- In accordance with Safeguarding arrangements, all staff involved in the running of the Breakfast Club have current DBS clearance. These records are held in the school office.
- Breakfast Club staff follow existing school policies and procedures for safeguarding, child protection and the code of conduct.
- A separate risk assessment has been completed for Breakfast Club.
- The Fire and Health & Safety Policy is adhered to by Breakfast Club.
- Where ICT equipment is used, they also follow the schools Online Safety policy and procedures.

## Emergencies

- In the event of a serious accident or illness staff will contact the parent/carer or the nominated contact provided on the Breakfast Club registration form.
- All staff who supervise Breakfast

Club are First Aid trained and the procedures

- set out in the Schools First Aid Policy will be followed.

## Behaviour

- The school recognises the importance of positive and effective behaviour management strategies in promoting children's welfare and enjoyment. Whilst attending Breakfast Club, children will be expected to abide by the School Behaviour Policy. We reserve the right to withdraw a place in the event of unacceptable behaviour.

## Fees

- £3.80 per session per child.
- Fees are payable at the time of each booking unless child-care vouchers are being used.
- Fees will be reviewed annually by the Governors during the Summer Term and parents/carers will be notified of any changes.

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