



Berry Hill Primary & Nursery School  
Black Scotch Lane  
Mansfield  
Nottinghamshire  
NG18 4JW

Head Teacher: Mr B Trenowden  
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### **Berry Hill Primary School Breakfast Club Terms and Conditions**

#### **Breakfast Club Service**

Breakfast Club is open to children attending Berry Hill Primary School in F2 (reception) and above, and is run by school staff. The club will not operate in school holidays or on INSET days.

The club is open from 7.45am to the start of school. KS2 children are sent up to class, KS1 and Foundation 2 children are escorted up to their classrooms.

The club provides a balanced breakfast (cereal, toast with either honey or jam, fruit juice, milk or water to drink). Activities are provided for children before school begins. Children should not bring toys, games or any other items of value onto the site. We are unable to accept responsibility for them.

We aim to provide a high-quality service which meets the needs of both parents / carers, this means knowing that your child is safe and happy in a club that is reliable and offers a consistent service.

#### **Registration**

All sessions must be pre-booked, to allow your child's name to be added to the register. To ensure your child's safe arrival please accompany them into the school and hand them over to the breakfast club staff in the hall to be registered.

#### **Bookings**

Bookings will be made by calling the school office. In order to allow school to staff and plan, bookings will need to be for set days and for half-terms at a time. E.g. this half term you would like to book Mondays and Wednesdays. This booking secures the place and ensures that availability is guaranteed for your child. Payment will be made through school's existing payment system, 'School money' and needs to be paid a week in advance.

If no space is available, then the parent/carer will be notified that their child is on a waiting list. Places are offered on a first-come first-served basis.

Ad hoc sessions can be requested by emailing or calling the school office at [office@berryhill.notts.sch.uk](mailto:office@berryhill.notts.sch.uk) or on 01623 478477, giving at least two days' notice. The parent/carer will be notified as soon as possible after receiving the request if a place is available.

#### **Payments**

The charge for each session is £3.50 per child. Payments to be made using the on-line School Money system. Unfortunately, no cheque or cash payments can be accepted in the office.

Payments **MUST** be made **THE WEEK BEFORE**, in advance. Where a payment has not been received in advance a place at the club cannot be guaranteed.

All payments are non-refundable as provisions are purchased based on the number of places a child is registered for. Refunds / credits will not be given for non-attendance / cancellations due to sickness or any other absence or for sessions only partly attended.

In the event that you would like to change the days that your child attends breakfast club please contact the office with your new requirements two weeks in advance. The school office will let you know if the new days are available.

Berry Hill Primary School requires at least two weeks written notice if you no longer require a place for your child/ren at Breakfast Club.

No partial refund will be given if a child attends too late to receive breakfast or does not require a breakfast. Breakfast will be served until 8.30am.

School will give one term's notice of any change in fees.

The school reserves the right to exclude children from the breakfast club if fees have not been paid and arrears are accumulating.

Parent / carers are advised to contact the school in case of any difficulties with payment for breakfast club.

### **Dietary and Medical Needs**

Medication can be administered in line with the school 'Medicine in School Policy' requiring parents to complete a Consent Form for the Administration of Medication in School form, available from the school office. It is the parent's / carer's responsibility to ensure that all medication provided to the school has not exceeded its expiry date and is marked clearly with the child's name.

It is the parent's / carer's responsibility to disclose any special dietary needs or medical conditions on the registration form.

### **Accidents**

All accidents that the staff are made aware of are documented on an accident slip and the information will be communicated with home in line with school policy. Should the need arise, the parents/carers hereby give their consent for first aid to be administered and or the emergency services to be contacted. The emergency contact details will be those held on the pupil's record and our normal school procedure for notifying parents in the event of an accident will be followed.

### **Behaviour**

The parents/carers hereby confirm that they accept the authority of the Breakfast Club staff to take all reasonable disciplinary or preventative action necessary to safeguard and promote the welfare of each child. Parents may be required to remove the child temporarily or permanently if the conduct of the child is unacceptable and it appears to the supervisors that the continued presence of the child is incompatible with the interests of the Berry Hill Breakfast Club. There would be no refund of fees in these circumstances.

By making a booking for breakfast club you are confirming that you are happy to be bound by these terms and conditions. The school retains the right to make changes to these terms and conditions without prior notice.