



Grimsdyke School Breakfast Club (BC)

General Information and Terms and Conditions

Grimsdyke School BC has been set up to provide high quality extended day provision for pupils from our school, from Reception to Year 6. This BC is run and supervised by Grimsdyke School staff. It operates from 7.45am – 8.30am weekdays, during term time. Please note – **No admission will be allowed after 8.15am.**

We are based in the Studio.

In order to meet health and safety requirements we have an adult to student ratio of 1:10.

Children are offered a toast/bagels and cereal every day.

Staffing –

Our BC is led by a dedicated team of Grimsdyke staff with many years of experience of working with children. The club is led by a manager, Mrs Zafar who is supported by –

- Mrs Sivakanthan
- Mr Godfrey
- Mrs Bhatt
- Mrs Shah

Organisation –

The BC is run as part of the overall management of the school and follows the school's policies and procedures. The designated safeguarding lead is Mr Sutherland and in his absence will be Ms Bhudia. Policies adopted by the Breakfast club include –

- Safeguarding and Child Protection Policy

- Whistleblowing Policy
- Staff Conduct Policy
- First Aid Policy
- Medical Needs and Allergies Policy
- Behaviour Policy
- Teaching and Learning Policy

Special needs –

The BC staff will make every effort to accommodate and welcome any child with special needs. We work with parents/carers and relevant professionals to meet the child's specific needs.

We will endeavour to accommodate all children of all abilities: each case will be assessed individually and risk assessed to ensure everyone's safety.

Membership to the club –

Parents are required to become members of the club at Grimsdyke School on Arbor. In order to become a member of the club you need to have read, understood and agreed to the terms and conditions and relevant policies associated with the club. You only need to complete this process once which allows you to book and pay for sessions on Arbor.

New members need to contact the BC manager (bc@grimsdyke.harrow.sch.uk) or finance office (finance@grimsdyke.harrow.sch.uk) for details on how to become a member of the club.

Membership to the club will be reviewed termly.

Booking on Arbor –

- Bookings for the BC are made and paid for on a termly basis on Arbor.
- Parents are required to ensure that bookings are made on Arbor at least 24 hours prior to the session.
- We encourage parents to book regular sessions for the whole term so they can secure the preferred slots.
- We cannot guarantee a space to the club unless it is booked on Arbor.
- Unfortunately, failure to do this could result in a place being allocated to someone else.

We understand that on occasion parents may need to book the BC provision in an emergency. If you are a member of the club you can contact the school office via email or phone to explain the situation. The decision to allow the use of the BC in an emergency will be made by a member of the senior leadership team.

Ad hoc bookings will only be available if you become a member of the BC and is subject of availability on Arbor. Once we have reached maximum capacity on a particular date then it will no longer be available on Arbor.

Booking and Payments –

Attendance at the BC costs **£5.50 per session**.

- There must be sufficient funds available on your Arbor account before you will be able to make bookings for BC. Please view the ‘how to guide for this process’
- Childcare Vouchers – if you usually pay using childcare vouchers, please email the finance office with the number of sessions you wish to book. We will apply a temporary credit to your account to allow booking. Payment must then be made within one week, and we will confirm this on Arbor.

Late Booking Policy (Within 48 Hours)

- Parents must email/call the finance office to request a session that is less than 48 hours in advance.
- A 25% late booking fee will apply to all these sessions.
 - BC: £6.88 per session

All enquiries regarding payments should be sent to the schools finance office on finance@grimsdyke.harrow.sch.uk.

Cancelations and refunds –

To cancel your session, please email finance@grimsdyke.harrow.sch.uk.

Cancellation:

- A 25% cancellation fee will apply to all bookings.
 - £5.50 per session → **Cancellation fee: £1.38** → Refund: £4.12
- **No refunds** will be made for cancellations within **5 working days** of the session, as food and staffing arrangements are finalised in advance.
- **To cancel a session, you must email the finance office.**

All cancelations will result in a credit applied to you BC account on Arbor. If you would like your refund to be paid back to your credit/debit card you will need to make that clear in your email to the finance office finance@grimsdyke.harrow.sch.uk when cancelling. Please note we can only refund payments made via childcare vouchers using a credit note on your child’s BC account on Arbor.

If a child is sent home or absent from school, you are still required to pay for sessions, unless you provide the required notice.

We regret that we are unable to refund any fees for the session missed on the day unless in extenuating circumstances. Agreement from the Head teacher must be gained in this instance.

Behaviour –

As a “rights respecting” school, staff will continue to encourage an atmosphere of respect, care and consideration between all members while in the BC. The school’s Behaviour Policy will be used as a model for students and staff to follow, students are familiar with this procedure and therefore should be able to meet the high expectations of this.

Children are expected to respect each other, staff and visitors whilst at the club, and keep to the club code of conduct so that all the children enjoy their time at BC. We are sure that this will be the case, but if a child is unable to behave appropriately on a regular basis, parents may be told that he/she can no longer attend.

Illness –

We are unable to care for children who are ill. If your child has had diarrhoea or sickness please do not send them for 48 hours after the illness has ceased.

Accidents and First Aid -

Every precaution is taken to ensure the safety of the children at all times and the club is fully insured. There will be at least one paediatric first aid trained person at every session. We operate a first aid procedure and fire drills are carried out regularly. Any accidents and/or treatment will be recorded in the accident book. The accident book will be reviewed in line with the school’s medical policy.

Allergies/Epi Pens –

The BC will have access to pupils' medical records via the school Arbor and will use this to access information about allergies and other medical conditions. We encourage parents to inform the BC team of any allergies. Where required they will follow the same procedures that are in place for the school during the day. The BC team will have access to pupils' individual epi pens and other medication held in the medical room in case of an emergency.

Emergencies –

In the event of an emergency it is imperative that your emergency contact details are up to date with the school office. It is the parent's responsibility to ensure that this has been shared accurately.

Complaints Procedure -

Should a parent wish to raise a concern regarding the BC it should be done with BC Manager in the first instance. Where possible the BC will make all attempts to resolve any concerns. However, in the instance that should this not suffice then it should be raised in writing to the Headteacher, Mr Sutherland.

Data protection/Photographs –

We will follow the school's policies on data protection and parental consent. We may occasionally take photographs for use on the school website, newsletter and other promotional/informative material. The photo consent provided by the parents at admission to the school will be used as consent (or otherwise) for us to use your child's photograph in this way.

Appendix:

Breakfast Club Admissions Policy

The Headteacher reserves the right to refuse admission to any child whose behaviour is, in our opinion, not in the best interest of the other children's health and safety. (This course of action would only be implemented once our agreed procedures for tackling behaviour problems have been exhausted – please see both the schools' and the clubs' behaviour policies / code of conduct.)

By agreeing to the terms and conditions and becoming members of the club, parents are confirming that they have read and understood the club's policies and procedures and agree to abide by the terms and conditions of the club.