ST GABRIEL'S RC BREAKFAST CLUBS
TERMS AND CONDITIONS

Monday-Friday 7.45am-8.45pm
Alternatively email on office@stgabrielsrc.rochdale.sch.uk

Arrangements

- Breakfast Club operates from 7:45 am – 8:50 am each weekday during term time only. Breakfast will be available between 8 and 8.30 am.
- Any child attending St Gabriel's RC Primary school is eligible to attend the clubs.
- Parents are to book and pay for a place via the school app, booking are to be made by midnight prior to the day require, for last minute booking please phone the school office to check for availability on 01706 650280. A registration form must be completed prior to admission, this can be found on the school app.
- Two weeks' notice in writing is required for cancellation of place or for any changes to arrangements.
- The number of places available is subject to the facilities available and number of staff employed. All places are subject to availability and allocated on a first come first served basis.
- We are able to offer ad-hoc places but these cannot always be guaranteed and depends on current numbers so always speak to the school office.

Charges

- The Breakfast Club charge is £4.00 (7.45am – 8.50am) and £3.00 (8:00 am- 8:50 am).
- Revised charges can be done at any point in the year, but will usually be done in January. Parents will be notified a term in advance of any increase.
- In agreement with school Pastoral Manager, compassionate grounds can be arranged for an agreed period of time.

Payments and Arrears

- All payments should be made in advance, either at the beginning of each week, month or term. The method of payment is online through Scopay.com (Payment tab on the app) alternatively payment can be made in cash. We are unable to give change, but will carry any credits forward.
- Ad hoc bookings should be made online through Parent app and must be paid for at the time of booking.
- Fees are payable in full for all sessions booked including any missed sessions such as illness, non-attendance, term time holidays or if a child takes part in another organised after school activity. Please telephone the school office to inform them that your child will be absent from the session.

Non Payment of fees

- Outstanding arrears of more than £30 per family will result in a debt collection letter being sent and may result in cessation of service if not settled. If you are experiencing any difficulties, please speak to the schools Pastoral Manager.

Cancellation of Place

- If you no longer wish your child to attend you must give 2 weeks notice in writing to cancel their place.

Health & Safety

It is important that we are fully informed and aware of any changes in your child's health. Should your child become unwell or incur an injury in our care, every effort will be made to contact the parent/carer.
Where your child has shown symptoms of vomiting and/or diarrhoea, they should not return to Breakfast Club until 48 hours after their last symptoms.

In order to meet and maintain food hygiene legislation, we request that children do not consume any food brought in from home whilst attending Breakfast Club.

It is the responsibility of parents/carers to notify the club leader of any changes in emergency contact details, telephone numbers, addresses and passwords as well as any change in medical conditions including allergies.

Personal Property
Whilst every reasonable care will be taken, Breakfast Club cannot be held responsible for any loss or damage to a child's property. We request that children's own toys are not brought into the club.

Behaviour Management
The school's Behaviour Policy is followed at Breakfast and After School Club. Everybody is encouraged to treat each other with care and respect and behave in an acceptable manner. It is our policy that all staff are treated with respect and that behaviour is managed within a positive framework.

- Continuous unacceptable behaviour will be challenged by staff and recorded using school systems.
- If there is no improvement in behaviour, parents will be invited to discuss the matter further and agree a behaviour action plan.
- Where a child is continually violent, disruptive or bullying, the parent will be asked to keep the child away for an agreed period of time.
- When children and/or their parent display behaviour likely to cause offence, Breakfast and After School Club reserve the right to refuse or withdraw the place immediately.

Complaints procedure
- If you or your child is unhappy with the service or the staff, please discuss your concerns with the Club Supervisor on site. Your concern will be treated with respect and confidentiality. If the complaint is not resolved satisfactorily, then it should be directed to the Pastoral Manager, the Head Teacher and finally the Chair of Governors.