



# Falconhurst School

## *Breakfast Club*

For children aged 4 - 11 years



- SESSION TIMES:** 8.00am – 8.40am (or School start in the event of staggered timings)
- COST:** £1 per child per day  
**Full Subsidy** for children eligible for Pupil Premium funding
- PROVISION:** A range of healthy cereals, toast with a variety of toppings and No added sugar squash are on offer every day. On occasions we may offer 'special day breakfasts' with cooked food (sausages and baked beans etc...)
- BOOKINGS:** Places can be booked:
- on a regular basis for set days each week
- Or**
- for an occasional session; however, this is subject to places being available and the child/ren being registered with us.
- Places will be assigned on a first come first basis; however an emergency home situation place will always be allocated first and at the Head Teacher's discretion.
- FEE PAYMENT:** Sessions are **payable in advance** either at the start of each day or in weekly/half termly blocks
- All arrears will be politely requested after 1 week of late payment. Should fees remain outstanding after a reminder then a final request will be issued stating that non payment within 7 calendar days will result in their child's place at Early Birds Breakfast Club being terminated.
- ENQUIRIES & BOOKINGS:** Contact the office on **01908 679354** or email us directly to [Office@falconhurstschool.co.uk](mailto:Office@falconhurstschool.co.uk)

## TERMS & CONDITIONS

1. **ADMISSIONS POLICY:** Falconhurst Early Birds Breakfast Club is open to all children attending Falconhurst School, aged 4 - 11 years old.
2. When arriving at the Club children must be marked into the daily Club register.
3. Children must not bring toys, games, or valuable items onto the site. We will not accept responsibility for any such items.
4. **BOOKINGS:** Bookings should be made on a regular basis wherever possible. Once your days are confirmed, these sessions are guaranteed until you give us reasonable notice that you wish to cancel or amend your booking. Accounts are settled in advance where applicable on a weekly basis. Subject to availability, short-term bookings will be accepted, payable on booking, giving as much notice as possible.  
If payment is not received within a week of receiving an invoice for outstanding fees, then your child's membership with Falconhurst Early Birds Breakfast Club may be revoked.
5. Cheques should be payable to 'Falconhurst School'
6. Please note that children **must** be dropped at school front entrance from 8.00am and no later than 8.20am. Arrivals after 8.20am will not be able to attend.
7. **CANCELLATION:** In the event of a school closure day or planned school residential trip, the school will rollover any funds paid into child's Early Bird account.
8. **UNACCEPTABLE BEHAVIOUR:** E.g. inappropriate language or any other situation causing distress or disruption will not be tolerated. The staff reserve the right to exclude any person (child or adult) from the club should such incidents persist.
9. **MEDICATION:** We are unable to administer medication to a child unless it is an epi-pen or inhaler. If a child is on a course of prescribed antibiotics, then the parent must either complete the relevant permission form obtainable from the School Office or our website, or come to club and administer them.
10. Respect for, and proper use of all property, equipment and premises is expected from the users of the club.
11. All information given to staff will remain confidential.
12. It is the responsibility of the parents to inform Early Bird staff of any changes to contact numbers.
13. We are fully committed to caring for children with equal concern and with regard to their Religious Persuasion, Racial Origin and Cultural Background as well as Gender or Special Needs.
14. Falconhurst School reserves the right to withdraw a child's place in the event of persistent or multiple breaches of the school's Covid-19 protocols and expectations.

## **ALL ABOUT THE SCHOOL EARLY BIRD BREAKFAST CLUB**

**OUR AIM** is to provide a safe, supervised and stimulating breakfast provision for the children. Children have a chance to gently prepare for the start of their learning day with a healthy breakfast and a free choice of activities (although these will be limited depending on the current Covid-19 restrictions within school).

### **CHILD:STAFFING RATIO**

These are set in accordance with the latest OFSTED guidance (September 2014) which stipulates a ratio of 1:30; however our provision is based on much fewer children to staff. The maximum number of children attending club, unless in an emergency, will be determined by the staff employed to work (current capacity is up to 100 when not operating under Covid-19 restrictions).

### **PROVISION**

We will provide a breakfast which is both healthy (based on Schools Food Standards guidance) and enjoyable for the children. The provision will generally include a choice from a range of cereals and toppings for toast or breakfast breads (crumpets, croissants etc...) On occasional days there may be a hot provision but this is only when Covid-19 restriction permit. Provision for children with food allergies will be taken into account and can be catered for upon specific request and notification from families to the Early Bird team.

Nutella and other such ingredients will never be offered to children due to the risk of nut allergy.

There will be no reduction of fees should your child not have snack or s/he arrives after snack is served.

### **ACCESS**

Parents are asked to bring their child/ren to the Main School Entrance.

### **ESCORT SERVICE**

Children in Early Years and KS1 will be escorted from the Dining Room to their classroom at the end of Early Birds in time for class registration.

### **REGISTRATION**

Every child attending Falconhurst Early Birds Breakfast Club must be registered with us. You must complete a registration form before we accept responsibility for your child.



# Falconhurst School

## *Early Birds Breakfast Club*

### Registration form



Child's Name:.....

Date of Birth:..... Class ..... Year group.....

Home Address:.....

Name of Parent / Guardian:.....

Daytime Contact Tel No:..... Evening Contact No:.....

Mobile No:..... Second Mobile No:.....

Emergency Contact: Name: ..... Tel No:.....

Password for collection by unknown adult:.....

Doctors Name and Tel No:.....

\*Details of any Special Needs: .....

\*Details of any Cultural &/or Religious needs:.....

\*Medical conditions, Allergies and Medication: .....

\*Dietary Needs:.....

\* please use separate sheet if required

**I confirm that I have read a copy of the Terms and Conditions of Early Birds Breakfast Club and agree to abide by them. I have received a copy of the school's actions and expectations for Covid-19 and understand the implications for us as a family.**

**Signature of Parent/Guardian:.....**

**Name Printed: ..... Date: .....**