

Edward Peake C of E (VC) Middle School

'The Breakfast Club' Policy Agreement



Admissions

'The Breakfast Club' will be accessible to all pupils that attend Edward Peake C of E (VC) Middle School from 7.30-8.30 am every morning.

Admission to 'The Breakfast Club' is organised by 'The Breakfast Club' leaders.

A completed registration form is required for each pupil attending. This form contains information concerning your child and is confidential.

Booking

By Friday of each week your child needs to confirm their bookings for the following week. You will need to complete a booking form which will be available at any time to collect from 'The Breakfast Club' leaders. On the first day of the child attending the club the money/cheque must be paid for that week. Please send all payments in a sealed envelope with your child's name clearly stated.

Payment of fees

A £5.00 one-off registration fee will apply to all pupils registered with 'The Breakfast Club'. This will be added to your first charge. Each session will cost £3.00 per pupil.

Fees are payable by cash or cheque only on a weekly basis. Cheques should be made payable to: **Edward Peake Middle School** (Please note pupil's name on back of cheque).

Should you wish to pay for more than one week in advance this can be arranged with 'The Breakfast Club' leaders.

The price per session per child applies to all pupils. This is payable for all sessions, inclusive of any absences (regardless of the amount of notice given). Bank holidays and professional days will not be charged for.

The Breakfast Club aims to keep fees to a minimum, whilst still raising enough income to cover running costs. Please ensure fees are paid promptly. If you are having difficulty paying fees, please speak in confidence to 'The Breakfast Club' staff.

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Changes to days and cancelling your place

One week's notice must be given of termination or of changes in attendance during term time. Requests for changes to days should be made to 'The Breakfast Club' staff and will be accommodated where possible.

Temporary changes

Please remember that 'The Breakfast Club' needs to know if your child (or children) will not be attending for any reason. In cases of illness or emergency when notice cannot be given, please call the main office as soon as you can and they will notify 'The Breakfast Club'.

I hereby consent that I have read and understand 'The Breakfast Club' Policy and will follow the policy accordingly.

Signature:

Name:

Date: