



South Parade Primary School
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Headteacher: Mrs R. Hedges B.A. (Hons) NPQH
Deputy Headteacher: Mrs E. Fieldhouse B.A. (Hons) M.Ed

Breakfast & After School Club Terms & Conditions

These Terms and Conditions relate to the South Parade Breakfast Club

Parents/Carers must sign and date the registration form on completion agreeing to these terms and conditions. Registration forms must be completed in full before your child can be allocated a place.

Parents/Carers must ensure all details on the registration form are accurate and up-to-date. Any changes must be made in writing to Mrs C Heptinstall, School Business Manager.

South Parade Breakfast Club operates term-time only on school days from 7.45am until school begins at 8.50am. After School Club operates term-time only on school days from 3.20pm to 5.30pm.

Arrivals and Departures of Children

A register is taken for children on arrival. Children only become the responsibility of the South Parade Breakfast or After School Club once the child has entered the session.

Fees

All payments to be paid via ParentPay

South Parade Breakfast and After School Clubs reserve the right to refuse any child entry until payment is made.

The extended Breakfast and After School clubs are additional care outside normal school hours. Policies and procedures reflect the school policies and procedures available on the school website.

Weekly Menu

A cold menu will be provided with a range of toast & cereals at Breakfast Club - this is included in the fee for the booked session. A snack menu (sandwiches, beans on toast, crumpets, fruit, yoghurt etc) will be provided during the late/full sessions – this is included in the fee for the booked session.

Groceries are ordered for the clubs a week in advance; to avoid over or under preparation of foods, staff check numbers booked the week before sessions.



Designated Safeguarding Officers: Mrs R. Hedges, Mrs E. Fieldhouse, Mrs S. Banks, Mrs A. Fowles

Booking places

Places **must be booked at least one day in advance** to ensure staff/child ratios and sufficient food provision.

Booking on the day

In an emergency, we may be able accept a booking only if we have a place available and we have the required staff for the session. We cannot always accept late bookings, so please ensure you have another option for childcare available. In the event of an emergency booking, your child may not be able to have food and snacks as per menu but we will try to provide a small snack. However, the session will be charged at the full amount.

Absences

There can be **no reduction** for absences as costs are still incurred

Cancellations

There can be **no reduction** for cancellations as costs are still incurred, unless cancelled a minimum of 1 week prior to the session.

Behaviour

The staff aim to provide a safe, stimulating and happy environment for all children. School staff reserve the right to exclude any child whose behaviour is disruptive, following the school's behaviour policy.

Illnesses

Staff will only be able to administer medicine if a medicine form has been completed and signed. Children must not attend if they would normally be regarded as unfit for school due to illness or injury. If a child becomes ill during a session every attempt will be made to contact you or an emergency contact on your child's registration form to arrange collection and will be cared for until that time.

In case of minor accidents, first aid will be administered. Staff have First Aid qualifications. In a case requiring more than basic first aid, every attempt will be made to contact you or an emergency contact on our records to advise or discuss the action to be taken. The clubs will use the main school accident book in which details will be entered. The person collecting the child will be required to sign the book to indicate that they have been informed of an accident involving your child.

Complaints procedures

We will endeavour to provide a high-quality service for children and will seek feedback from parents/carers from time to time, if you have any concerns please speak to the Breakfast or After School Club staff.

Staff performance is reviewed regularly. However, from time to time a parent or child may feel that they have a complaint against some aspect of the setting, or an individual member of staff. Usually it should be possible to resolve any problems as they occur.

The staff will ensure that the views of parents are actively sought and valued, but if difficulties do arise, please contact:

Jean Scholes	Breakfast Club Lead
Suzanne Banks	Designated Safeguarding Lead
Jodie Rowland	Breakfast Club Assistant
Joanne Bowden	After School Club Leader (Temporary)
Daniel Hilditch	After School Club Assistant
Rebecca Hedges	Headteacher
Emma Fieldhouse	Deputy Headteacher

The staff will endeavour to bring all parties together in an attempt to rectify the problems before they develop further.

If for any reason the concern cannot be addressed then you should contact the Headteacher who will be pleased to arrange an appointment with you. The Headteacher will also be able to give you information about the Governing Body's procedure for handling complaints. Ofsted's contact details can be found on the school website.

Updated 26.06.24

Please see attached:

Pricing Policy

South Parade Breakfast Club

I, _____ have read and agree with all Terms & Conditions.

Signature: _____ Date: _____

Breakfast Club / After School Club (please delete as appropriate)

Names of children attending:

_____ Class _____

_____ Class _____

_____ Class _____

_____ Class _____

Details of any allergies/medical conditions:

Please sign and return this section to the School Office. Children are unable to attend until we have received this form signed and dated.

Persons authorised to collect children from After School Club:

[illegible]

