



## BREAKFAST CLUB - YEARS R TO 6

# INFORMATION and TERMS AND CONDITIONS

September 2026 to July 2027

### Introduction

- ❖ Please read this information and the Terms & Conditions carefully
- ❖ The Declaration Form must be completed before a paid booking can be made
- ❖ Terms and conditions are reviewed annually in the summer term for implementation at the start of the new academic year in September
- ❖ If any changes to the Terms and Conditions are necessary before the annual review, parents and carers will be notified of these amendments in writing and asked to sign and return an acknowledgement

### Background Information

- ❖ The Peasedown St John Primary School (PSJ) Breakfast Club is solely for children on roll at PSJ in Years R to 6
- ❖ Administration of the Breakfast Club is the responsibility of the Office Manager in liaison with the Headteacher and the School's Local Governing Body
- ❖ Our Breakfast Club is run by qualified staff employed by the school who, usually, also have other roles during the school day. This enables us to offer consistency and continuity of provision as the staff and children know each other well, and share and demonstrate the same core values as are enjoyed during the school day - **Curiosity, Aspiration, Resilience and Empathy**
- ❖ PSJ was accepted as one of a selected number of schools to pilot the government's free Breakfast Club provision from 22 April 2025. This scheme is available to all primary schools from 1st September 2025 for 30 minutes before the start of the school day. A grant from Bath & North East Somerset Council enabled us to trial offering extended provision from 7.30 or 7.45 am every morning.
- ❖ All school and Midsomer Norton School Policies and sanctions apply during Breakfast Club sessions, eg Behaviour, Health & Safety (eg, emergency procedures), Child Protection & Safeguarding, Codes of Conduct, etc

*Note: We are a nut free school. No products containing nuts should be brought onto the school site.*

### Safeguarding

- ❖ PSJ is committed to safeguarding and promoting the welfare of children and young people. All staff receive regular training which ensures continuous improvement and further development of robust safeguarding processes and procedures that promote a culture of proactive safeguarding amongst all staff
- ❖ As part of this commitment, places must be booked and paid for in advance
- ❖ Where a child does not arrive for their pre-booked session, we will contact you as soon as is reasonably practicable to confirm they are safe
- ❖ All staff have Enhanced DBS checks and have completed Food Hygiene training
- ❖ There is at least one member of staff with Level 3 Paediatric First Aid training available at all times

## Aims

- ❖ To provide quality, affordable childcare for pupils on role at PSJ before the start of the official school day at 8.30 am
- ❖ To offer a safe, secure and friendly environment in a relaxed and supervised setting to support a seamless transition between home and the school day
- ❖ To promote healthy eating by providing a choice of nutritious breakfast items which comply with the School Food Standards. This includes free access to fresh drinking water
- ❖ To provide a stimulating yet calm play environment in which children can socialise with those from other year groups, developing and strengthening relationships
- ❖ To enhance the community spirit of PSJ Primary School by supporting and enabling families to balance home and work or aspirational commitments.
- ❖ To work together with parents/carers to ensure the children's best interests are met

## Registration

Any child in YR to Y6 is welcome to attend any session.

## Session Times, Charges and Bookings (Effective 1st September 2026)

It is essential that your child arrives on time for their pre-booked session for a number of reasons; for example, a child booked for 7.45 am will not be admitted until that time.

If your child is attending the 8.00 am session, you do not need to book. They should arrive by 8.10 am at the latest as breakfast will not be served after that time.

We offer a choice of three sessions - only chargeable sessions must be pre-booked

- ❖ 7.30 to 8.30 am - £4.00
- ❖ 7.45 to 8.30 am - £2.00
- ❖ 8.00 to 8.30 am - Free
  
- ❖ Bookings should be made and paid for via Arbor, currently by 2.00 pm the day before
- ❖ It is possible to make block bookings for the term ahead
- ❖ Cancellations must be made in line with our terms and conditions otherwise unattended booked sessions will be charged for
- ❖ Where arrears occur for any reason, we reserve the right to cancel a child's registration for the club

*Note: Children must routinely be pre-booked onto a chargeable session; however, we understand that, in exceptional circumstances, this may not always be possible. If you find yourself in this position and you have no other option than Breakfast Club, please ensure you hand your child(ren) over to a member of the Breakfast Club staff and explain the circumstances to them. In an emergency, please email/phone the Office on [office@peasedown.mnsp.org.uk](mailto:office@peasedown.mnsp.org.uk) or 01761 432 311 and we will offer any assistance we can*

## Dropping Off for Breakfast Club

- ❖ All children must be accompanied by an adult and handed over to a member of school staff at 7.30, 7.45 or 8.00 am. The handover to a staff member is when we become responsible for them
- ❖ There is no vehicle access to the school site, with the exception of blue badge holders
- ❖ If not walking to school, please park outside on Bath Road and accompany your child(ren) into school, via the front pedestrian gate

- ❖ Walk your child(ren) to the side door of the new building and hand them over to duty staff. This handover is the moment when we take responsibility for your child(ren)
- ❖ If your child is unwell or will not be attending Breakfast Club please email/phone the Office on [office@peasedown.mnsp.org.uk](mailto:office@peasedown.mnsp.org.uk) or 01761 432 311 so we know they are safe

*Note: Children will be walked from Breakfast Club to their classroom at 8.30 am by a member of staff*

### **Cancellations and Refunds**

- ❖ Cancellations for any sessions must be made by 12 noon the previous day
- ❖ You can cancel on Arbor or by emailing/phoning the Office on [office@peasedown.mnsp.org.uk](mailto:office@peasedown.mnsp.org.uk) or 01761 432 311 by 12 noon the previous day
- ❖ We regret that we are unable to give refunds where no cancellation has been received by the deadline; this includes when children are unexpectedly absent due to illness
- ❖ In exceptional circumstances this may be reconsidered at the discretion of the Office Manager

### **Feedback, Privacy and Complaints**

- ❖ We value the opinions of its pupils and parents/carers and welcome and encourage feedback
- ❖ All information is stored and retained in accordance with Midsomer Norton Schools' Partnership Fair Processing Notice [Fair Processing Notice- Parents and Students](#)
- ❖ We hope you will let us know immediately if you have any worries or concerns so we can resolve them quickly. Should you wish to make a formal complaint, please follow this link to the Midsomer Norton Schools' Partnership Complaints Procedure [Complaints Procedure](#)