TERMS AND CONDITIONS 2026-2027 – ‘EARLY BIRD’ BREAKFAST CLUB

The Terms and Conditions below relate to St Teresa’s Catholic Primary School Early Bird Breakfast Club.

Please ensure you have read these terms and conditions.

When booking a session on Parent Pay, it is under the understanding that you adhere to the terms & conditions outlined in this document. Nursery parents will book when they register their booking pattern.

1. All Breakfast Club sessions must be booked online in advance of your child’s attendance, using Parent Pay. Nursery payments are processed via invoice using Ovivio.

2. Parents/carers must ensure all details on the registration form are accurate and up-to-date. Any changes must be made in writing.

3. The Breakfast Club starts at 7.30am. Children must arrive before 8.25am if they wish to have breakfast. School starts at 8.45am. In KS2 children will be asked to go to their classroom, Nursery, Reception and KS1 children will be escorted to their classroom.

4. For Nursery, Reception and KS1 an authorised adult must hand the attendee over to a member of the breakfast club staff each morning they attend. To attract staff the breakfast club doorbell is located in the school foyer/ reception area.

5. Children in KS2 must not be left unattended before Breakfast Club starts. Children in KS2 sign themselves in on arrival.

6. The Breakfast Club will not run on days that the school is closed to pupils. Parents/carers will not be charged for these days.

7. If your child is unable to attend a session, you must notify school through the absence line 01206 508445. Please note: At time of booking you select specific days/dates which you would like your child to attend. If your child is unable to attend for any reason (other than sickness) you will not be entitled to a refund. In the case that you have not yet paid for this session, the monies will be outstanding to the school.

8. Payment for Breakfast Club must be paid in advance on Parent Pay. Parents/carers must inform the school office immediately if there is an issue regarding payments.

9. Outstanding payments: The Breakfast Club staff reserve the right to refuse any child entry into Breakfast Club if payment is not made in advance.

10. The Breakfast Club services are additional care outside normal school hours. Parents/carers can read the Breakfast Club policy and procedures on request at the school office.

11. The Breakfast Club staff aim to provide a safe, stimulating and happy environment for all children. At Breakfast Club we use an incident report form similar to the system used in school. If your child is involved in an incident of poor behaviour, e.g unkindness towards other children, physical contact with another child, rudeness towards an adult assistant etc, a copy of the incident form will be sent home with your child. We trust you will then speak to your child about the incident and their involvement in it. Repeated poor behaviour may result in your child no longer being able to attend the club. It is only through keeping you informed and working together that we can ensure that this doesn’t happen.

12. We will endeavour to provide a high-quality service to children and will seek feedback from parents/carers from time to time. If you have any concerns please speak to the Breakfast Club staff. If this is not resolved please contact the school office. If you are unable to resolve this issue please follow the school’s formal complaint procedure.