TERMS AND CONDITIONS 2026-2027 – ‘UNIVERSAL FREE’ BREAKFAST CLUB (UFBC)

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.

1. You must register to use Universal Free Breakfast Club by e mailing finance@st-teresas.essex.sch.uk with your child/children’s name.

2. The Breakfast Club starts at 8:15am. Pupils must arrive by 8:30am. School starts at 8:45am. In KS2 children will be asked to go to their classroom, KS1 children will be escorted to their classroom.

3. For KS1 an authorised adult must hand the attendee over to a member of the breakfast club staff each morning they attend. Universal Free Breakfast Club is located in the Church hall.

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

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

6. 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.

7. 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.

8. 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.