



# Breakfast Club Policy

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Statutory or Best Practice policy:	Best Practice
Appendices:	No
School or Trust policy:	School Policy

**Meeting your communication needs:**

We want to ensure that your needs are met. If you would like this information in any other format, please contact us on 01326 314070 or email [falmouth@kernowlearning.co.uk](mailto:falmouth@kernowlearning.co.uk)

## Falmouth Primary Academy Breakfast and Admission Procedure

### Aims

The Breakfast provides quality wrap around care for pupils at Falmouth Primary Academy. The Aims of the Club are to:

- support families by providing before school childcare from 8.00 am until 8.45am
- provide planned play activities
- offer the children breakfast each morning in a safe and friendly environment

### Allocated Places

The Club has 24 places in the Breakfast Club. The school environment and the minimum child ratios meets the requirements of DfE guidelines.

The Breakfast Club is accommodated in the school where the children are offered a healthy breakfast snack and a drink.

Unfortunately, the Breakfast Club is not able to provide one-to-one support for individual children. If your child has additional needs and would like to access the provision, please speak with the SENCo.

The Breakfast Club will run from 8.00am until 8.45am from Monday to Friday during term time. The Breakfast Club will be closed during school holidays and for 5 days each year to provide staff training and development (INSET days)

The school reserves the right to make changes to the days and times offered due to unforeseen circumstances such as Covid restrictions or acts of nature.

### Admission Process

The Local Governing Body (LGB) of Falmouth Primary Academy is responsible for the admissions to the Breakfast Club. Parents/carers do not have a statutory right to appeal to an independent panel in relation to Club admissions.

Admission is via an application form on a first come, first served basis. If there are no places at the time of application the child will be added to a waiting list. These places will be then be offered as and when they become available to children on the waiting list.

Parents/carers will be notified of their place within 10 working days and should accept the place **within 5 working days**. They will then be asked to complete an agreement with regard to terms and conditions and code of conduct. Once the agreement has been signed, any changes to the agreed long term booking should be made at least 4 weeks in advance.

Places are reviewed annually. During each summer term children who are already registered will be given first refusal of places for the next academic year.

For new arrivals to the school, priority will be given to siblings of pupils already attending the Club provision who can apply and will be allocated places on a first come first served basis. We do however regret that should all spaces become full during or before this process, sibling spaces cannot be guaranteed.

Any unclaimed places will then be offered to any person on the waiting list. Once all of these places have been allocated a general offer will extend to the whole school.

### Charges

The charges from September 2022 per session are as follows:

Breakfast Club - £3.10 per child, per session (siblings £2.05 and FSM £1.55)

**Payment must be paid in advance when booking.** Payment is required via Parent Pay (our online payment system). We also accept childcare vouchers. More information regarding what companies this includes and how to register can be obtained from the office.

**If you no longer need a place**

Four weeks' notice in writing needs to be given to the office if you no longer require a place at either Breakfast or After School Clubs. Notice should be sent to the school office [falmouth@kernowlearning.co.uk](mailto:falmouth@kernowlearning.co.uk)

**Late Payment**

In line with school and Trust policies, the school reserves the right to withdraw a child's place if fees are not paid within 7 days of using the provision.

**Non-attendance**

If pupils are not in school due to medical/illness, an agreed exceptional leave, educational visits or residentials, places will be held for the period of this absence.

In the event of pupils not attending more than two consecutively booked sessions, we will inform the parent or carer that this space is now being allocated to the next pupil on the waiting list.

**Related Whole School Policies**

The Breakfast Club is an extension of the school and therefore all school and Trust policies and expectations apply to all users of this provision.