**KINGSWODE HOE SCHOOL**

**BREAKFAST CLUB TERMS AND CONDITIONS**

The below Terms and Conditions relate to Kingswode Hoe School Breakfast Club. Parents/carers who complete a registration from must sign the bottom of the registration from agreeing to these terms and conditions. By signing the registration form you agree that you have read and understood all terms and conditions and any queries should be cleared up before signing the registration form.

1. Registration forms must be completed in full before your child can be allocated a place. This includes accepting these terms and conditions.
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 8.15am. Children must arrive before 8.40am if they wish to have breakfast. No breakfast will be served after the time. The school day begins at 8.50am when the bell goes.
4. The Breakfast Club will not run on days that the school is closed to pupils. Parents/carers will not be charged for these days.
5. If your child is unable to attend a session, you must notify school through the absence line 01206 576408. At the time of booking you select specific days/dates which you would like your child to attend. If your child is not in receipt of free school meals, and 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 paid for this sessions, the monies will be outstanding to the school and your child will not be able to take part in any extended school services until this payment has been made.
6. If your child is not in receipt of free school meals, payment for Breakfast Club must be paid for one week in advance via SiMs Agora. Parents/carers must keep track of their payments and the total sum required for the booking period. Parents/carers must inform the school immediately if there is an issue regarding payments.
7. Once your child is allocated a place you must give 2 weeks’ notice to cancel this agreement.
8. The Breakfast Club services are additional care outside normal school hours. Parents/carers can read the Breakfast Club policy and procedure on the school website.
9. The Breakfast Club staff aim to provide a safe, stimulating and happy environment for all children. The Breakfast Club staff (with the support of the Deputy Head of School) reserve the right to exclude any child whose behaviour is disruptive, in line with the school’s behaviour policy.
10. 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 Alice Constantine, Head of School via the main school office.