



Lewknor CE Primary School Breakfast Club

The aim of our Breakfast Club is to provide a high quality service that meets the needs of parents/carers and children. For you, this means knowing your child is safe and happy in a club that is reliable and provides a consistent service. For your child, this means an environment that is safe and supportive, to be with school friends, to relax, have fun and enjoy.

Breakfast Club will run from 8am to 8.45am on each school day, during term time (not on INSET days).

Children will have a choice of three cereals with milk, bread / toast with spread, jam / marmite, fruit, and water / squash. Whilst we will aim to provide these options at every session, there may be occasions when something is not available, but an alternative will be provided. The children will always have a choice and plenty to eat.

Breakfast will be served between 8am and 8.15am each morning, giving ample time for the children to play or read. Children will be supervised by a member of staff throughout the Breakfast Club session and when they go into the playground afterwards and line up for the start of the school day.

Booking and Payment:

- Breakfast Club costs £3.50 per child, per session. This is a set charge and there will be no reduction if you arrive after 8am or if your child does not want breakfast.
- Places must be booked at least 24 hours in advance. Due to COVID-19 precautions, it is not currently possible to turn up on the day.
- Places are offered on a first come, first served basis and booking is via email to the school office.
- Places which are booked, but not subsequently used will still be charged, unless cancelled at least 24 hours in advance.
- We are no longer able to offer a discount for booking in advance. All sessions will be charged at the normal rate.
- An invoice will be sent at the start of each month for all sessions attended the previous month. Payment must be made within 7 days.
- Failure to pay will mean your child will not be able to book future sessions.
- To reduce the need for us to handle cash and cheques, our preferred method of payment is now via bank transfer. Please use your child's full name followed by 'BC' as a reference when you pay.
- We also accept childcare vouchers. Please email finance@lewknor.oxon.sch.uk if you wish to pay using vouchers.

General Notes:

All the same policies and procedures that apply during school time will also apply to Breakfast Club.

Please ensure your child is aware that they must meet the standards of the behaviour policy whilst in Breakfast Club, in the same way they would when normally in school.

In the event Breakfast Club is oversubscribed we will operate a waiting list and priority will be given to those who most frequently use it.

The school reserves the right to cancel the club, change the cost or the administrative processes.