Hayes Primary School
**BREAKFAST CLUB**
Hayes Primary school, George Lane, Bromley BR2 7LQ
breakfastclub@hayes-pri.bromley.sch.uk Tel: 07599 214077 (during club hours)
Credit Control: creditcontrol@springtrust.uk

# Terms & Conditions

1. **I consent to my child attending Hayes Primary School Breakfast Club and understand that Hayes Primary School manages this club in accordance with policies in place within the Spring Trust, including Child Protection, Behaviour Management, Inclusion, Equality and Complaints. These are available to view on the School's website.**

2. **I understand that Breakfast Club is a wrap-around care service and that Hayes Primary School will be responsible for my child whilst in attendance.**

The club will run concurrently with published term dates (excluding INSET days), which can be found on our website. It runs for the exclusive use of children attending **Hayes Primary School.** Employees of **Hayes Primary School** will staff our Breakfast Club unless there is a staffing shortfall when we may use supply staff.

**Hours -** (07:45am - 08:35am)

**Contract Fees -** £6.50 per session

**Breakfast Club - (07:45am - 08:35am)**
During each Breakfast Club session, children will be provided with a breakfast consisting of cereal and a fruit, or bagel/croissants/toast/baguettes and a fruit. To receive breakfast children must arrive between 7.45 & 8.25. There will also be a range of activities to engage them.

**Medical Information and contact details**
The clubs will use the medical and contact details held in school and those that have been disclosed on the registration form. Please inform us of any changes to this information.

**Behaviour**
Our clubs expect the same behaviour from children as we do during the normal school day, rewards and sanctions will be issued for behaviour. We would also like to remind you that if a child does not follow the high expectations of behaviour, they would be asked to leave the club either temporarily or permanently. We will inform you if this occurs.

**Grounds for Exclusion**
Persistent poor behaviour on the part of the child (which includes but is not limited to bullying, verbal abuse, physical violence, fighting, racial incidents, defiance, rudeness to others, disobedience and deliberate damage to property) or non-persistent incidents of particularly serious behaviour (for example which endangers children or staff) will be recorded in the Incident Book. Three recorded incidents may result in a temporary or permanent exclusion at the discretion of the Head of School or Deputy Head.

**Contract Booking & Payment -**

The booking procedure is as follows –

- Contact the club leader by email to check that there is space on the days that you require.

- Once you have received confirmation from the Club Leader please log onto ParentPay and book your sessions. All bookings must be received within the designated booking windows:

| Term | Term Dates | Booking Window Opens | Booking Window Closes |
|---|---|---|---|
| Autumn Term 1 | 3/9/26-16/10/26 | 2nd June 26 | 16th July 26 |
| Autumn Term 2 | 2/11/26-18/12/26 | 3rd September 26 | 9th October 26 |
| Spring Term 1 | 5/1/27-12/2/27 | 2nd November 26 | 11th December 26 |
| Spring Term 2 | 22/2/27-25/3/27 | 5th January 27 | 5th February 27 |
| Summer Term 1 | 12/4/27-28/5/27 | 22nd February 27 | 18th March 27 |
| Summer Term 2 | 7/6/27-23/7/27 | 12th April 27 | 21st May 27 |

- All fees are to be paid by **ParentPay only.** You will be given the option to pay in advance in either full or in two half-termly installments. Childcare vouchers can be used as full or part payment. If you would like to pay by Childcare Vouchers then please forward the confirmation you receive from the Childcare Voucher provider (or a screenshot) to creditcontrol@springtrust.uk stating the school your child attends, the club you are paying for, the full name of your child and the class name.

- Late payments will be subject to a fee of £10.00.

- Any unpaid debt will be referred to our solicitors for recovery. The incurred cost of this will be added onto your outstanding debt. Please be advised that any outstanding debt relating to wraparound care provisions (Breakfast and Afterschool Clubs) that remain unpaid will result in your child and their siblings being unable to participate in residential trips organised by the school. We encourage all outstanding balances to be settled promptly to avoid any potential impact on your child/children's participation in these valuable school experiences.

- If you are unable to adhere to the above terms, please contact creditcontrol@springtrust.uk to arrange a suitable payment plan prior to your child starting the club. Failure to pay in advance or negotiate a payment plan will result in your child's place being suspended.

**Cancellation of Contract/Change of Days**

Cancellation of a place or change of days request needs to be done in writing, giving at least one calendar months' notice. No verbal cancellation or changes will be accepted. Failure in doing so will result in you being charged

**Absence of Breakfast Club**

If you know that your child/children are not going to attend Breakfast Club, you must either contact the club via email or leave a message at the School Office via telephone or email. Please note that the normal session charges will still apply.

**Waiting List**

Our Breakfast Club is very popular which means we sometimes need to operate a waiting list. The Club Leader will advise you accordingly.

If you no longer require a space at the club, please advise the Club Leader as soon as possible so that we can pass your space onto a child on the waiting list.

**Ad Hoc Sessions -**

**Ad Hoc Fees** - £7.50 per session

- Ad hoc sessions must be agreed at least 24 hours prior to the required date and are NOT guaranteed.

- Please e-mail the relevant club to check availability for your child on your required date. Confirmation of your child's place is when you have received confirmation from the Club Leader.

- **Payment MUST be made in advance via ParentPay to secure your child's place.** To cancel we require a 48-hour period, no refunds will be issued after this time.

- Any unpaid debt will be referred to our solicitors for recovery. The incurred cost of this will be added onto your outstanding debt. Please be advised that any outstanding debt relating to wraparound care provisions (Breakfast and Afterschool Clubs) that remain unpaid will result in your child and their siblings being unable to participate in residential trips organised by the school. We encourage all outstanding balances to be settled promptly to avoid any potential impact on your child/ children's participation in these valuable school experiences.

**Complaints Policy**

If you have any suggestions regarding our Breakfast Club provision, please let us know. In the unlikely event that you need to complain about our services, please ask for our formal complaints procedure.

**Indemnities, Warranties and Liabilities**

The Breakfast club runs under the same indemnities, warranties and liabilities as the school.

**Reservation of Rights**

The Breakfast Club reserves the right to exclude a child or family from attending either club or to refuse to accept a registration. Breakfast Club reserves the right to close on the grounds of staff shortage, unavailability of facilities or any other reason, which in its reasonable opinion necessitates closure. Reasonable notice will be given where possible. The Breakfast Club reserves the right to charge these Terms and Conditions at any time and will give written notice of such changes to parents/carers.

**Legal: Waivers, Exclusions, Jurisdiction**

No failure or delay by the Breakfast Club in exercising any of their rights or remedies shall prejudice or affect its ability to do so unless they have provided a specific waiver or release in writing. These terms and conditions are governed by English law and subject to the jurisdiction of the courts in England and Wales. The Breakfast Club shall not be liable for any direct or indirect loss suffered by parents/carers because of club closures under the terms of the agreement, including but not limited to loss of profits, increased costs or expenses or wasted expenditure. The Breakfast Club accepts no liability for the administration of medicine in accordance with parents/carers written instructions. Medicines will not be administered in the absence of written instructions. The Breakfast Club accepts no liability for loss or damage (including consequential loss) to property brought to club premises caused by the actions of children or third parties or for accidental damage caused by club staff. The Breakfast Club accepts no responsibility for injury caused from pre-existing medical conditions, which are not notified to the club.