

BUSHMEAD BREAKFAST CLUB 2021-22

Dear Parent/Carer

Please find enclosed your Breakfast Club information and booking pack.

Please fill out the contact information sheet, sign the terms and conditions and return it with your booking form and payment to the school office by the Friday prior to your child starting.

If you have any questions about Bushmead Breakfast Club, please feel free to contact us by email or on the number below. You can also contact Mrs Blee, Admin and Finance Officer, via the school office.

Miss Charlotte Glenister
Breakfast Club coordinator

01582 725387
office@bushmeadprimaryschool.co.uk

Fresh Fruit

A different selection of fresh fruit will be available every day. We aim to include:

- ❖ Bananas
- ❖ Grapes
- ❖ Apples
- ❖ Oranges
- ❖ Pears
- ❖ Melon
- ❖ Kiwi
- ❖ Strawberries
- ❖ Raspberries
- ❖ Blueberries

Drinks

- ❖ Milk – Hot or Cold
- ❖ Orange Juice
- ❖ Apple Juice
- ❖ Water.

Yoghurt available every day

Occasional Extras

- ❖ Hot Chocolate
- ❖ Fromage fraise

The aim of Bushmead Breakfast Club is to provide high quality care and a healthy breakfast for children before the start of their school day. Research into Breakfast Clubs has shown that:

- They improve attendance at school
- Children are more relaxed and ready to learn if they have eaten and had an enjoyable start to the day
- They help to improve concentration and academic performance
- They provide a healthy meal at the beginning of the day
- They provide a safe, familiar, warm environment
- They develop social skills and interaction
- They provide continuity of care

Benefits for Parents

- Reassurance that their children are safe and in school at the correct time.
- Meets the needs of the family by enabling them to return to full /part or shift work or training.

Menu

Cereals

- ❖ Corn Flakes
- ❖ Rice Crispies
- ❖ Weetabix
- ❖ Shreddies
- ❖ Cheerios

Hot Cereals

- ❖ Porridge
- ❖ Hot Weetabix

Hot Toast

White or Wholemeal toast with a choice of:

- ❖ Butter
- ❖ Jam
- ❖ Marmite
- ❖ Marmalade
- ❖ Strawberry Jam

Each Day one of either:

- ❖ Brioche
- ❖ Pancakes
- ❖ Beans & cheese
- ❖ Spaghetti hoops
- ❖ Cheese toastie
- ❖ Scrambled egg
- ❖ Hard boiled egg
- ❖ Tomatoes & Cucumber
- ❖ Crumpets

Terms and Conditions

Dropping off

Children should be dropped off to the key stage one hall door in the morning by an appropriate adult. This is to ensure the safe arrival of all of the children. Once booked in, you will be able to leave your children at the breakfast club from 7:45am until the start of the school day at 8.40am (term time only). If your child is having breakfast at the club please ensure they arrive by 8.20am so that they can enjoy eating alongside their peers.

Car Park

If dropping your child/ren off by car our preference would be for you to park in the layby whilst bringing your child (ren) into Breakfast Club. If the layby is full we would ask that you use the parking spaces towards the back of the car park (the doctors' surgery end) and walk your child safely over to the breakfast club door. Whilst using the car park please be mindful that this is a busy time for children and adults arriving to the school; please ensure you drive slowly and carefully. To access the car please use key pad code: #5077. This number is only for use by breakfast club parents and will only gain you entry to the car park during breakfast club times. The number will be changed periodically and you will be informed by Parentmail when the number changes.

Breakfast.

Children will be given a choice of foods from a breakfast menu, including: toast and various spreads; a range of healthy cereals; and a choice of drinks. We expect that all children attending breakfast club will need breakfast. If your child does not need breakfast could you please let the staff know when you drop them off otherwise they will be expected to have something to eat.

There will be a range of activities available for the child/ren each morning including; construction, art and craft, board games, small world activities and a reading area. There are also a range of physical activities available in the hall, and there is also the option to play outdoors, weather permitting.

Booking and Payment

The cost per child, per session is £3.50. Prior to your child(ren) commencing breakfast club, you MUST complete the emergency contact form (per child) and the booking form stating the days that you would like your child/ren to attend breakfast club. For children attending on an ad hoc basis we request that you email office@bushmeadprimaryschool.co.uk the week before so that we know how many spaces are required the following week.

Payment for breakfast club sessions should be paid in advance unless you have made alternative arrangements with the school business manager or admin and finance officer prior to your child(ren) commencing. Payment is encourage by Parentmail payment. Using this system you can see instantly your child's account balance. Alternatively, you can pay by cash or cheque in a sealed envelope to be handed to the breakfast club staff in advance.

When your child's account balance drops below £7 you will receive reminders from Parentmail to top up the account. Please note that these messages will say 'School dinners' – we are unable to change the wording of this.

Children who take unauthorised leave who wish to retain their breakfast club place on return will be charged for the missed sessions.

Please be advised we are unable to guarantee a breakfast club place immediately due to high numbers. We have a waiting list and every half term places are reviewed. If a child has not attended at least half of their allocated sessions within a

half term period their place will be withdrawn and a child on the waiting list will be offered the place. For example, if a child is allocated five sessions a week then over a half term of six weeks we would expect them to attend at least fifteen of these. If you have a place at breakfast club and lose it and require a place in the future you will need to be placed on the waiting list.

If you would like your child to be added to the waiting list please complete the booking and emergency contact forms which are attached below.

Please note

Although a waiting list is in place priority will be given to parents/carers requiring five morning sessions.

Having a child already at Breakfast Club does not give siblings automatic or priority admission. A registration form will need to be completed and your child placed on the waiting list.

Late Payment

If payment is not made within 14 days of sessions used, parents/carers will incur a £5 administration fee which will increase by £5 on a weekly basis. **If your account is still in arrears after four weeks your child will no longer be accepted at Breakfast Club.**

If you are experiencing difficulty with payment please contact Debbie Giles, School Business Manager on 01582 725387 (option 3)

If you think that your family would benefit from the use of the breakfast club but may have difficulties with the payment due to a low income or if you are entitled to free school meals, please contact one of the Family Workers for advice: 01582 725387 (option 2) or by emailing familyworkers@bushmeadprimaryschool.co.uk

School Closure

If for any reason there is a school closure we will endeavour to contact you as soon as possible. Please also refer to the school website and local radio stations for information.

Child illness

If your child is unable to attend a session due to illness, please inform the school office as soon as possible.

Behaviour

We reserve the right to refuse children who we feel do not conform to our behaviour expectations. These expectations are made clear to the children attending breakfast club. Parents/carers will be advised of any issues which may lead to a breakfast club place being withdrawn.

Contact Information.

Please make sure that the Breakfast Club staff have your most recent contact details and that you have completed the child information sheet and returned it to school prior to your child starting at the Breakfast Club.

Please sign the agreement form to agree to the terms and conditions and return along with an emergency contact form for each child.

Please retain this part for your information.

BREAKFAST CLUB AGREEMENT

Child(ren)'s Names:

I):.....Class.....

II): Class

III): Class

Sessions required: (please tick below)

Please Tick for each child	MON	TUES	WEDS	THURS	FRI	AD HOC
I)						
II)						
III)						

Date you would like sessions to start:

Please ensure payment is made before commencement of breakfast club sessions.

I agree to the terms and conditions of Bushmead Breakfast Club

Signed: Date:

Name:

Relationship to child(ren):

Bushmead Breakfast Club`
Emergency contact information

Child's Details

Surname.....First Name.....

Date of Birth.....Address.....

Post Code.....Home Number.....

Contact 1

Name.....Relationship to Child.....

Address.....

Telephone Number.....

Work Number.....Mobile Number.....

Contact 2

Name.....Relationship to Child.....

Address.....

Telephone Number.....

Work Number.....Mobile Number.....

Medical Information

Name of Doctor.....Telephone Number.....

Address of Doctors Practice.....

Allergies.....

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Do you consider your child to have a disability? If yes, Please provide details:

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Please use the space below to record any information that you feel is important with regard to your child attending Breakfast Club.

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Thank you for taking the time to complete this form. Please let us know as soon as possible if any of the details you have supplied change.