



St. John's Church of England VA Primary School

Hertford Road, Digswell, Welwyn, Herts, AL6 0BX

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BREAKFAST CLUB TERMS & CONDITIONS

Provision

1. Breakfast Club will operate for children attending St John's VA CofE Primary School only (the **school**) and is based in the school hall.
2. Breakfast Club will be run by staff employed by the school and is available to all children from Nursery to Y6.
3. Breakfast Club is open from 7.40am to 8.40am - Monday to Friday (term time only). No responsibility will be taken for children arriving before this time. We offer a staggered arrival, but breakfast will finish being served at 8.05am.

Booking and payment

4. Breakfast Club must be booked and paid for in advance via Arbor. Bookings are accepted on a first-come, first-served basis and are subject to availability.
5. Where payment is being made by childcare vouchers, parents/carers must contact the school office in advance to get these added to their Arbor account.
6. The cost of the Breakfast Club is £4.00 per child per session and £3.50 for siblings per session. The charge covers the cost of care and a simple breakfast which will be a choice of cereal, toast or yogurt and a drink. No outside food is allowed, unless agreed with Breakfast Club staff.
7. Parents are able to book regular or ad hoc sessions on either a daily, weekly, monthly or half termly basis (via Arbor) so long as booking and payment are made in advance.
8. Bookings cannot be cancelled once made. Parents/carers will be charged for the session even if the child does not attend, except in exceptional circumstances, at the discretion of the Headteacher.
9. Parents/carers will be given one month's notice of any changes in fees. Fees are the responsibility of the parent or carer who has signed the child up to Breakfast Club.

Parental Information and expectations

10. Parents are asked to inform Breakfast Club Staff of any food allergies or medical concerns.
11. Parents/carers are asked to keep Breakfast Club informed of any changes to emergency contacts, family situations or other details which may require special precautions. Breakfast Club staff will follow school policies in relation to the administration of medication in an emergency.
12. Breakfast Club will comply with environmental health food safety standards.
13. There will be at least two members of staff in attendance at any time and legal guidelines relating to the adult/child ratio will always be adhered to.
14. Breakfast Club operated in accordance with the school's Behaviour Policy and all children attending are expected to follow this policy. Children who do not comply with the school's Behaviour Policy may be excluded from Breakfast Club, either permanently or temporarily, depending on the circumstances and at the discretion of the Headteacher.
15. Parents are required to hand their children over to Breakfast Club staff. If any KS2 children are making their own way to Breakfast Club, Breakfast Club staff must be notified in advance.
16. Children will be marked present on the Breakfast Club register upon arrival. They will also be registered through the school's class register at the start of the school day. If a child is expected to attend Breakfast Club but does not arrive, this will be followed up by the class teacher after the class register has been taken, in line with the school's Attendance Policy.



17. Breakfast Club welcomes staff and children from all backgrounds regardless of race, sex gender, religion or beliefs, sexual orientation or disability. We ensure that all children and staff are treated fairly and equally and comply with the Equality Act 2010, as well as the school's Equality Information and Objectives Policy, Inclusion Policy and Send Policy.
18. Breakfast Club is committed to safeguarding & promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Breakfast Club will comply with the school's Safeguarding Policy.
19. Any child who is unwell in line with the school's Attendance Policy should be kept away from the setting.
20. Breakfast Club will not be liable for loss of property brought onto the premises by parent/carer or child.
21. Breakfast Club is covered by the school's insurance.
22. In the event of a parent wishing to make a complaint, this should be made in the first instance to a member of Breakfast Club staff. If a parent is still concerned then the matter should be taken to the Headteacher and the complaint will be dealt with in line with the school's Complaints Policy.
23. Breakfast Club follows all policies of the school (as appropriate) which are available to view on the school's website - <https://www.digswell.herts.sch.uk/school-policies>.

By booking a place in Breakfast Club, parents/carers confirm that they have read and agreed to these Terms & Conditions.

Breakfast Club T&C's approved: March 2026 Review: March 2028