

## Appendix 1

### Brindishe Green/Brindishe Manor Breakfast Club

#### Registration contract and guidelines for parents and children

Thank you for showing an interest in our Breakfast Club. Enclosed in the pack below, you will find the club's guidelines, aims, and policy details, along with the registration form and contract. Please take time to read the guidelines carefully and explain them to your child(ren).

When completing the registration form, please ensure that your answers are accurate. The welfare and safety of your child(ren) depend on this information being correct. If you have any questions or need assistance, please feel free to contact our Extended Services Manager.

It's also important that you notify the Extended Services Manager immediately if any details on the form change, particularly contact information.

Additionally, the pack includes the procedures our Breakfast Club team will follow in the event of an emergency.

#### Breakfast Club Guidelines

The following rules are designed to ensure the safety and well-being of your child(ren) while attending the club. Please take the time to read them and explain them to your child(ren). Once reviewed, you and your child(ren) will need to sign the registration and contract forms to confirm your agreement to the terms.

- **Registration:** Children must be registered each morning with a member of the Breakfast Club team. This can be done by the adult dropping them off, or by the child themselves if they are in Year 5 and have permission.
- **Leaving the Club:** Children must not leave the club until escorted to the main school building by a member of the Breakfast Club team. It is the responsibility of the parent/carer to ensure that their child(ren) understand that they cannot leave until instructed to do so by a staff member.
- **Supervision:** Children should not enter any unsupervised areas during their time at the club.
- **Toys:** Children should not bring their own toys to Breakfast Club.
- **Lost Property:** While the Breakfast Club team will do their best to ensure children take all their belongings with them at the end of each session, we cannot take responsibility for items left behind. We do not have storage space for lost property. Please ensure that all belongings are clearly labelled so they can be easily returned.
- **Behaviour:** Children are expected to behave in accordance with our Behaviour Policy (full details available on the school website).

#### Breakfast Club Contact Details and Collection Points

- **Brindishe Green:** The Breakfast Club drop-off point is in the school hall. All activities will take place in the school hall, studio, indoor lunchtime playroom, and playground.

- **Brindishe Green/Manor:** The Breakfast Club drop-off point is also in the school hall. Activities will take place in the school hall, training room, and playground.

Tea club is open Monday to Friday during term times only.

#### Brindishe Green

Address	Brindishe Green Primary School, Beacon Road, Lewisham, SE13 6EH
E-mail	<a href="mailto:extendedservices-bg@brindisheschools.org">extendedservices-bg@brindisheschools.org</a>
Telephone	020 8852 7245 07787434200 (Please use in the event of an emergency before 8:15am)

Registration number: URN 100687. DfE number: 209/2304

#### Brindishe Manor

Address	Brindishe Manor Primary School, Leahurst Road, Lewisham, London, SE13 5LS
E-mail	<a href="mailto:extendedservices-bm@brindisheschools.org">extendedservices-bm@brindisheschools.org</a>
Telephone	020 8852 0852 07301 080982 (Please use in the event of an emergency before 8:15am)

Registration number: URN: 100693. DfE number: 209/2381

#### Behaviour Policy

Children and adults are expected to always adhere to the school's good behaviour policy. (Full details on the school website)

#### Child Protection Procedure

All breakfast club employees are fully conversant with the school's Child Protection Policy and Safeguarding policies. (See Child Protection and Safeguarding and Safer Recruitment Policies on the school website)

**I have read the above guidelines and explained them to my child(ren) and we agree to follow the guidelines as stated.** ☐

## Contract for Users of Breakfast Club

Pupil(s) name(s):

- 1.
- 2.
- 3.

**Terms and conditions** listed below form the contract between the parent/carer and Brindishe Green/Brindishe Manor Primary School.

- Breakfast club will be open during the school's term times, 5 mornings a week, Monday to Friday from Brindishe Green 7:45am. Brindishe Manor 7:30am.
- Your child(ren) must be registered with a breakfast club team member on arrival at the club.
- Your child(ren) will be offered a breakfast from 7:45am each day.
- Payment for breakfast club should be made online via Arbor. Payment should be made half termly in advance unless a prior agreement has been made with the Headteacher extended service manager. The current cost for **Brindishe Green/Brindishe Manor is £6.08** per session. This includes a 1.257% fee to cover the costs incurred by the school from Stripe.
- Payment should be made for any days that form part of this contract even if a child does not attend unless prior agreement has been reached with the Headteacher or school office.
- Parents should book their sessions by the half term or any longer period. Parents should give notice in advance (half termly) in writing to the extended service manager when they wish to relinquish their child's place at the breakfast club. Any ad hoc sessions must be agreed with the school prior to the day required.
- The school reserve the right after discussion with a parent/carer to withdraw a place for a child who does not show our school values or whose parent/carer does not pay for their child's breakfast club sessions.

Full policy available [here](#).

I have read and agree. ☐

Parent/carer name .....

Signed ..... Dated    /    /

Headteacher (signed) ..... Dated    /    /

### Breakfast Club Registration Form (Confidential)

Child(ren) details		
Name (1)		
DOB	Year	Class
Name (2)		
DOB	Year	Class
Name (3)		
DOB	Year	Class
Days requested *please tick where applicable		
MONDAY <input type="checkbox"/>	TUESDAY <input type="checkbox"/>	WEDNESDAY <input type="checkbox"/>
THURSDAY <input type="checkbox"/>	FRIDAY <input type="checkbox"/>	
Parents/Carers (1)		Parents/Carers (2)
Name		Name
Home address		Home address
Mobile		Mobile
E-mail		E-mail
Emergency Contacts Please give details of three people to be contacted in the case of an emergency and that they can collect your child should the need arise:		
Name	Relationship	Contact number
1.		
2.		
3.		
Medical details		
Does your child(ren) have any medical problems/requirements that the Breakfast club team should be aware of? Yes / No		
Does your child(ren) have any dietary needs/requirements that the Breakfast club team should be aware of? Yes / No		
Please list below (continue the back if needed)		
Childs name	Medical need	Dietary need

Doctor's Name:

GP Surgery address:

Telephone number:

## **EMERGENCY PROCEDURES**

### **Accidents**

Should your child injure themselves at the club, the procedure is:

The incident and any treatment will be recorded on a first aid form your child be sent home with a copy.

If the injury is to the head or a more serious injury and might require medical treatment parents/carers would be contacted as soon as possible.

### **Fire**

The club have a fire evacuation plan in case of emergency in line with the school's evacuation policy.

### **Behaviour Policy**

Children and adults are expected to always adhere to the school's good behaviour policy. (Full details on the school website)

### **Child Protection Procedure**

All Extended services employees are fully conversant with the school's Child Protection Policy and Safeguarding policies. (See Child Protection and Safeguarding and Safer Recruitment Policies on the school website).

I have read the above guidelines and explained them to my child(ren) and we agree to follow the guidelines as stated.

Parent/carers name .....

Signed ..... Dated     /     /