

EWPS

Breakfast

Club



Terms and Conditions

Revised: June 2021

WELCOME TO EWPS BREAKFAST CLUB

Thank you for your interest in Ellen Wilkinson Primary School's Breakfast Club.

We offer a daily, term-based Breakfast Club in a caring, positive and stimulating environment for your child before school whilst providing them with a healthy nutritious breakfast.

Our aims are to:

- provide children with a healthy breakfast to start their school day
- support working parents/carers by providing a high quality consistent start of day club that meets the needs of children and their families
- provide a safe, supportive and welcoming environment where children can relax, have fun and be with friends, or indeed make new friends.

This will help to set your child up for the day, aiding them to learn, grow and succeed in school.

EWPS Breakfast Club is run by school staff on the school's premises following the same policies and procedures that apply during the school day. It is run as a social enterprise for the local community, on a not-for-profit basis.

An annual business plan is set to assess our costs of running the setting and we then charge fees to meet/only cover those running costs. Our overriding principle is not to make a profit at the expense of our parents. Any additional income generated is reinvested into new equipment.

We hope the information within these terms and conditions will answer any questions you may have. However if there is anything you would like clarified further please contact us and we will be pleased to help.

Essential Information

Contact Us

Ellen Wilkinson Primary School
Tollgate Road
Beckton
London
E6 5UP

Telephone: 0207 511 9414

Email: breakfastclub@ellenwilkinson.newham.sch.uk

EWPS BREAKFAST CLUB - Overview

Basic Information / Sessions offered

- EWPS Breakfast Club is open term time only
(Term Dates are available from the school's website)
- There are no sessions during school holidays
- Time Session Starts: 7.30 am
- Doors/Access: **You must arrive between 7.30-7.45am**
THERE IS NO ACCESS OUTSIDE OF THESE TIMES

EWPS BREAKFAST CLUB TERMS AND CONDITIONS

Conditions of Use

EWPS reserves the right to revise these Terms and Conditions and undertakes to display the most recent version on the EWPS website.

Who Can Use EWPS Breakfast Club

EWPS Breakfast Club is only available to children who attend Ellen Wilkinson Primary School. No child that attends any other school will be admitted.

We accept children from Year 1 to Year 6 children at any point during the year as long as spaces are available. We accept children from Reception (Guppy 1 & 2) from January each year.

Applying for a place

A google application form must be completed and submitted online. You will then be contacted to confirm if a space is available and you will be asked which days you require and to confirm payment arrangements and any possible start date.

The cost of Breakfast Club from June 2021 is £3.00 per child per day. This charge covers the cost of staffing the club, your child's breakfast and resources/activities.

Payment must be MADE IN ADVANCE via IRIS/Parentmail. NO CASH WILL BE TAKEN. NO PAYMENT - NO ACCESS. You will be advised as to how to set a IRIS/Parentmail account up when you receive an offer of the place at the EWPS BREAKFAST CLUB.

If after making a booking and paying, your child is unable to attend EWPS BREAKFAST CLUB, unfortunately, you will not be able to have your payment refunded. This includes if your child does not attend due to illness. We employ staff and order food in advance for your child's planned attendance and therefore payment is used to cover these expenses in relation to the number of children who planned to attend.

No refunds will also be given for sessions only part attended .i.e. if a child attends too late to receive breakfast or does not require breakfast.

Parents will be given one month's notice of any increase in fees.

Fees must be paid in advance. We reserve the right to exclude a child if fees are not paid as this threatens the financial viability of the provision. Fees are the responsibility of the person who makes this application and this must be a person who has parental/legal responsibility for the child.

Shift Workers

We are aware that a number of parents have shift work patterns and therefore may not know which specific days they need at some points. In order to support this we are happy to agree to a standard number of days that will be required each week (e.g. 2 days a week). This is on the understanding that we are informed which specific days are required by 3 pm on the Friday prior to need.

Please note if you choose not to use the number of days agreed you will still be charged for this time as we employ staff and order food in advance for your child's planned attendance and we may have turned other children away.

Siblings

Our daily session rates are significantly cheaper than other providers, therefore there is no sibling discount available.

Attending Sessions

EWPS opens from 7.30am to the start of school, Monday to Friday - term time only.

No responsibility is taken for any child that arrives before the scheduled start time. If you require term dates then please refer to the school's website for these dates.

You will only be able to access the club between 7.30am and 7.45am. **If you arrive after this date you will be refused admission even if you have paid for the session.**

NO CHILD SHOULD ARRIVE AT THE EWPS BREAKFAST CLUB WITHOUT A RESPONSIBLE ADULT ACCOMPANYING THEM. YOUR CHILD SHOULD NOT BE LEFT UNATTENDED OUTSIDE THE SETTING AT ANYTIME. THIS IS A SAFEGUARDING ISSUE TO ENSURE THEY ARE SAFELY WITHIN THE SCHOOL ENVIRONMENT.

A MEMBER OF EWPS BREAKFAST CLUB STAFF WILL ADMIT YOUR CHILD INTO THE DESIGNATED CLUB AREA ONCE THE SESSION STARTS. IF YOUR CHILD ARRIVES WITH NO RESPONSIBLE ADULT IN ATTENDANCE THEN WE WILL REFUSE FUTURE USE OF EWPS BREAKFAST CLUB BY YOU AND YOUR CHILD.

EWPS breakfast club is based in the school hall. Access is usually ONLY available via the main school entrance (Tollgate Road) - this may change if COVID-19 requirements are in place.

Children are supervised by EWPS staff whilst in this area and until the end of that day's session. Your child will not be allowed to leave this area until they are escorted to their school registration line in the playground at the start of school day.

Non-Attendance & Waiting Lists

We frequently have a waiting list for breakfast club provision. Therefore if your child has not attended for 4 week period, we will contact you to advise you that they are being removed from the register. If you want them to resume attendance you would have to apply again but please remember this may mean you will be added to the end of the waiting list.

The waiting list is based on the order in which applications are received. When a space becomes available we will contact the first person on the list to see if they still wish to accept this space. If the days available are not convenient we will then proceed down the list until the space is filled.

If you are not able to accept the space as it does not fit with your needs we will ask you to confirm if you wish to remain on the waiting list or be removed from it. All waiting lists are cleared at the end of the school year (July). At this point if you do not already have a space you will need to reapply for September.

If your child already has a place and wants to continue in the next school year you do not need to reapply as the place will be carried over.

Behaviour / Dress / Personal Property

EWPS staff are responsible for the care and supervision of club children, treating them with respect at all times and providing fun supervised activities to occupy them until the start of the school day.

There will be at least two members of staff in attendance at any time. At least one member will be first aid competent. Legal guidelines relating to "adult to child ratios" are strictly followed where appropriate.

EWPS Breakfast Club follows the School's Behaviour Policy. All children are expected to uphold the school values and rules at all times. School rules for before and after school clubs are the same as those during the school day.

All personal property should be kept in your child's school bag or coat pocket.

EWPS will not be held responsible for any loss or damage to any item brought to EWPS from home. All clothing should be clearly labelled.

Children should not bring any toy(s) to the club. A selection of games and toys for your child's use will be made available.

No mobile phones are allowed to be used at any time. If your child is in year 6 and therefore may have a mobile phone with them, it should be kept in your child's bag and not used whilst on the premises. Any child found using their mobile phone will have it confiscated (and returned at the end of the school day). Your child faces the risk of being removed from all future sessions if found using their mobile phone.

EWPS reserves the right to exclude any child whose behaviour is disruptive and prevents them from providing a safe, stimulating and happy environment for other children.

Breakfast

As a minimum your child will have access to:

- a choice of cereal (usually 3 types such as Weetabix, Cornflakes etc),
- toast (with sunflower spread and/or jam),
- a yoghurt;
- fresh fruit
- a drink of either
 - fruit juice (usually Apple or Cranberry),
 - milk or water.

No hot drinks will be provided. In addition to this we are also currently arranging for alternative bread based options to be provided at certain points during the week e.g. bagels, crumpets etc.

Your child will be responsible for selecting their breakfast choice and feeding themselves. Toast will be made only by a competent EWPS member of staff. Please note Breakfast Club staff have undergone appropriate hygiene and food handling training.

Our food is supplied by Juniper Ventures Limited (who provides Ellen Wilkinson School's Meals catering). You can be confident their items are supplied fresh each day, avoiding unduly processed items wherever possible. Juniper Ventures is required to follow relevant health and safety practices in their provision of school food.

Juniper Ventures has the ability to provide non-dairy or other dietary requirements. Please enquire if you need further details.

If your child has any food allergies please make sure you make it clear on your Google Form (and keep this updated should things change). Please ensure it is clear if this relates to them eating the food in question or also affects them if it touches their skin. If your child has a severe allergy, we may complete a care plan with you to ensure all their needs are being met.

We aim to provide a nut-free food and snack environment – Juniper Ventures undertakes to follow this in the catering that they provide us but we cannot 100% guarantee that all elements of the food process (i.e. preparation / cooking / delivery) are 100% nut free.

No child is allowed to bring any food (of any type – including sweets and cakes) onto the premises.

Safeguarding

EWPS is committed to all aspects of safeguarding the children in our care. All staff have appropriate DBS in place. All before and after school club provision at EWPS is subject to the same safeguarding policies, procedures and expectations as are used during the main school day.

Please note that we have a duty of care for the welfare of the child and will act in accordance with the EWPS safeguarding policies and procedures which can be found on our website. Where possible we will speak to parents about any concerns in the first instance but if the child may be at risk of 'significant harm' we have a duty of care to contact the appropriate professional bodies.

Any child with a contagious / infectious illness should not attend the setting in the same way that they should not attend school. Similarly if your child is suffering from diarrhoea or vomiting then they should not attend until 48 hours have passed since their last evacuation. Any accident will be dealt with and documented as per the school's accident procedure.

The school's public liability insurance is applicable to all before and after school clubs including breakfast club.

Acceptable Behaviour

We expect the highest possible standards of adult behaviour. This begins with our staff and the professionalism we expect them to display at all times.

This expectation extends also to the child and their parents.

We will not tolerate any abuse, threats, physical violence or racist behaviour (whether parent, child or staff). Should this arise the Head Teacher will discuss the complaint and investigate it fully. Please note that outcomes of unacceptable behaviour on the part of a parent can lead to a child's place being withdrawn.

Policies and Procedures

All school policies and procedures apply to EWPS Breakfast Club.

Medication

Medication will not be administered by any staff. If your child requires medicating then this should be done before your child attends. In the unlikely case that your child requires prescribed medication throughout the day please refer to our Medical Needs policy and ensure the correct permissions have been completed BEFORE the medication is brought onto the premises.

General Data Protection Regulation (GDPR) and Privacy Notice

With regards to EWPS BREAKFAST CLUB adherence with GDPR please refer to Ellen Wilkinson Primary School's Website, heading "OUR SCHOOL – WELCOME" and the G.D.P.R section. This will detail how yours and your child's personal data is handled and/or managed and the rights and the protections provided to you under the legislation.

The information provided in the application / completed registration will be retained until your child leaves EWPS (or the relevant retention period for your child, whichever is longer) as detailed by the school's GDPR information retention policy.

At no point will any of this information be used for marketing purposes, and it will be solely used to ensure the safeguarding of your child and the administration of the provision of a place for your child (to ensure the payment of club fees etc).

We may use photographs of the children attending breakfast club for displays and the school website only. Your child's image will not be used for any promotional purposes. Your child's name will not accompany any image if used. Should you not wish your child's image to be used within the school premises then please indicate this on the Registration Form.

Questions or Concerns

If you have any concerns or questions about your child's care please speak to us. Remember if it's important to you and your child, it's important to us too.

Your first point of contact is the Breakfast Club staff for that day, and most queries can be addressed in this way. In the unlikely event that this does not resolve the situation please contact the School's Head Teacher who will arrange to discuss your concerns.

Complaints

In the event of a parent wishing to make a complaint, this should be discussed with the relevant staff in the first instance. If this cannot be resolved amicably then the school's complaints procedure will apply. A copy of this is available on our website or can be requested from the school office.