



Larks Breakfast Club

St. John the Baptist Catholic Primary School,
Floral Way, Andover, Hampshire SP10 3PF

Tel: (01264) 361806

Website: www.sjbschool.co.uk

Head teacher: Catherine Whatley

Provision

Operating from the Serenity Room for pupils of St John the Baptist Catholic Primary School, on a daily basis during term time, the breakfast club will be available from 7.45am to 9.00am.

Fee structure:

	Cost per child/session	
	Regular booking of 1-5 sessions each week	'Drop in' * <i>Available once regular slots have been confirmed</i>
	£5.00	£5.50
Breakfast club (Incl. breakfast 8.00am-8.20am)	Bank holidays and INSET days will not be charged for.	
Notice of leaving	4 weeks – if less than 4 weeks are given, sessions will be charged for.	

*Drop in – children not booked by term: 48 hours notice required, and subject to space being available and payment in advance. Not available during pandemics.

Payment is through online payments, via the office, either per week or per half term, both options in advance.

Subject to space, children can join part way through the term.

A waiting list will operate where the club is oversubscribed.

The club offers play provision/childcare with a variety of activities.

We have a quiet corner, for children to sit, chat, draw and read. We also have an area that has been allocated for active games.

The club is open during term time only, excluding INSET days.

Arrival is by the Serenity Room door via the junior playground.

Charges will be made for all sessions, whether your child attends the session or not.

If the school is forced to close in response to a government, local authority or another statutory body action, as part of a local or national lockdown, charges will still be made, at the full cost if children attend. For those unable to attend, the school will ask for 30% of the fee to ensure the sustainability of the club.

If the club does not operate for reasons such as an INSET day, a charge will not be made.

The school also reserves the right to give parents 4 weeks' notice if a regular booking can no longer be offered.

Parking

Parking restrictions apply on Floral Way from 8am, to accommodate this, the start time of breakfast club is 7.45am. Parents should park on the highway; for health and safety reasons **access to/parking in the school car park is not permitted.**

Organisation and administration

General correspondence will be through school email and office phone during office hours.

Access to the playground/field

There will be access to the outside area, when possible, and there will be a limit of 8 children to be outside at anyone time.

Medicines

If medicines need to be passed to the School office, this can be done via the breakfast club staff who will ask for the completed and signed medicine form. This can be downloaded from the school website.

Parent/School agreement

Parents wishing for their child/children to attend the Larks will be asked to complete a short registration form.

Behaviour

Behaviour expectations within Breakfast club are the same as during the school day. All children are expected to adhere to the school rules: Ready, Respectful, Safe. Breakfast Club staff will implement the Behaviour Policy and refer any breaches of this policy to the senior leadership team.

Parents will be informed of serious or persistent breaches of the behaviour policy in writing. Failure to abide by our behaviour expectations may result in the loss of place.

Special Needs

The club will make every effort to accommodate and welcome children with special needs. We will work in liaison with parents/carers and relevant professionals to meet the child's specific needs. We will endeavour to meet each child's need; however the staffing levels will not support 1-2-1 care requirements. Each case will be assessed individually and risk assessed to ensure everyone's safety.

For further information, please contact Mrs Corney, Mrs Rodrigues or Mrs Griffin in the School Office.

We are open to help you, and answer queries between 9am to 4pm, term time.