

St John's Primary School

La Rue De La Mare Ballam,

St John, Jersey, JE3 4EJ

Telephone: 01534 861692 Email: admin@stjohn.sch.je

Headteacher: Jamie Hazley



ST JOHN'S SCHOOL BREAKFAST CLUB Payment Terms and Conditions 2023

Breakfast Club is a self-funding provision as such we will review the costings during the Summer Term annually. Our aim to provide a healthy and happy start to the school day.

Payment

- The cost for Breakfast Club is £3.00 per pupil (siblings are £2.50).
- Invoices are issued before the beginning of each half term. Payment must be made in advance and before the new half term commences.
- All payments are non-refundable as provisions are purchased in accordance with the number of pupils registered.
- Refunds will not be given for non-attendance/cancellations.
- St John's School reserves the right to remove a Breakfast Club place if fees have not been paid and arrears are accumulating.
- Parents/Carers are advised to contact the School Office in case of any difficulties with payment for Breakfast Club so that a payment plan can be organised accordingly.
- Payment to be made by cheque addressed to 'St John's School Fund' or via BACS please email admin@stjohn.sch.je for details.

General

- Breakfast Club is open to children attending St John's School from Year 6 to Nursery and is run by school staff.
- Pupils must be independently able to separate from Parents/Carers as staff are primarily there to serve Breakfast.
- Breakfast Club is available from 7.45am until 8.30am when the children will join their classes.
- Children who arrive after 8.20am will be supervised only.
- Breakfast Club will provide a healthy balanced breakfast with a choice of cereal, toast, rice cakes and fruit. A choice of topping for the toast will also be available and the pupils will also have option of fruit juice or water to drink. There will also be activities for children before school begins.
- Children must not be left unaccompanied before Breakfast Club. Breakfast Club will open the doors at 7.45am. Unfortunately, we are unable to accept pupils before this time. Prior to leaving your child in school please ensure your child has been signed in.
- Children should not bring their own toys, games or any other items of value to school. We are unable to accept responsibility for them.

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Registration

- Only pupils for whom a Registration Form has been completed and has been confirmed in advance may attend St John's School's Breakfast Club.
- All sessions must be pre-booked. Ad hoc attendance may be permitted in **exceptional circumstances**. Please contact the School Office on admin@stjohn.sch.je
- All registrations are for the term. Should you wish to cancel your place during the term, we will require a half term's notice emailed to the School Office on admin@stjohn.sch.je

Dietary and Medical Needs

- Medication can be administered in line with the school Medication Policy which requires parents to complete a consent for the "permission to administer medicine in school" form. These are available from the school office. It is the parent/carers responsibility to ensure that all medication provided to the school has not exceeded its expiry date and is marked clearly with the child's name.
- It is the parent/carers responsibility to disclose any special dietary needs or medical conditions on the registration form.