



# Lockington CE VC Primary School

Headteacher: Mrs Julie Cattle

Front Street, Lockington, Driffield, East Riding of Yorkshire, YO25 9SH

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## Breakfast and After School Club Terms and Conditions Academic Year 2023-24

### Operational times:

The Breakfast Club will operate from Monday – Friday, 7.50am – 8.55am, term time only.

Breakfast is served between 8.00am and 8.30am. We provide healthy breakfasts which include cereal, toast, fruit and yoghurts. Drinks will also be available i.e. water, milk or fruit juice.

The After School Club will operate from Monday – Friday, 3.30pm – 5.15pm, term time only subject to sufficient number of attendees using the club. A light snack is served between 4pm - 4.30pm. Snacks include a range of sandwiches, salad, yoghurts and fruit. Drinks will also be available ie water, milk or fruit squash.

Please note that children can only be accepted into the clubs during the specified opening times.

### Days attending:

To attend the clubs please reserve and pay for places in advance. The preferred way of booking is via School Money.

Places are limited. Depending on demand, provisions may be available for an increase in numbers.

Please make changes to bookings via School Money – this system allows until 12 midnight the day before the booking to make alterations. You can also contact the school office by phone or email.

If you experience difficulties in using School Money please contact the school office. Please note, no one is in the office during Friday afternoon.

### Fees:

Breakfast club: £3.50 per session

After School Club: £8 per session

Please pay fees in advance via School Money. In an emergency, fees can be paid in advance on the day the child attends; Please contact the school office.

Parents may contact F.I.S.H Helpline for advice on reclaiming costs back via Working Families Tax Credit. Tel 01482 396469. **The school has no budget to pay fees, which is why we ask for payment in advance.**

### Late payment:

If a child arrives at the club without payment the child will be accepted for one session and payment requested.

### Absence charge:

Parents/Carers of child/ren not attending on their chosen day/s will still need to pay unless we have 24 hours notice.



**Delivering/collecting children:**

All children will need to be signed in/out by a responsible adult on the day they attend. Please bring your child to and collect your child from the front reception. There is a doorbell in the Reception if the office is closed.

**Termination of contract:**

The contract may be terminated due to consistent/extreme poor behaviour or falling behind on payments. Please note, any abuse of staff (physical or verbal) by any adult representing your child may lead to your child's place being terminated.

**Severe weather:**

In the event of the Breakfast Club closure due to severe weather or any other reason parents/carers will be contacted via the emergency telephone number they provided. Fees will be waived in these circumstances.

**Standard terms and conditions:**

Reasonable changes may be made from time to time to these standard terms and conditions and to the level of fees. Notice of any changes will be given in writing as soon as practicable.

**Child Protection:**

Staff have a duty to report any significant concerns they might have about the safety/well-being of a child to the School's Designated Safeguarding Lead, Mrs Cattle, or the Deputy Designated Safeguarding Lead, Miss Peacock in Mrs Cattle's absence.

**Confidentiality:**

Parents/carers agree to inform the school of any information necessary to safeguard or promote their child's welfare or avert the risk of harm to their child or other person.

**Pupils will only be eligible for the Breakfast and/or After School Club once terms and conditions on this form are signed and returned to the school office. Thank you.**

Yours sincerely



Julie Cattle  
Headteacher

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**Breakfast and After School Club Agreement  
Academic Year 2023-34**

Name of Child: \_\_\_\_\_

This agreement is binding to both parties. I/we agree to the terms and conditions.

Signed: \_\_\_\_\_

Parent/carer name: \_\_\_\_\_ Date: \_\_\_\_\_

