



Elm CofE Primary School Breakfast Club



Our Breakfast Club provides children with a safe and fun place to start their school day. It allows them to be at school from 7.45am onwards, to have the opportunity to have a choice of food and drink for a healthy start to the day, and to join in activities on offer. Children are also encouraged to be independent at these times and to make decisions for themselves through the choice of food and drink and to participate in informal activities with each other developing social and interactive skills.

Breakfast Club takes place in the Elm Centre, located at the bottom of the long drive next to the school and is open to all children on the school roll. It is run by Mrs Jayne Cannon and Mrs Lindsey Urbonavicine who are also part of our Lunchtime Supervision and Site Teams. They are DBS checked and hold the appropriate qualifications in first aid, food hygiene and child protection.

Opening Times

We are open every weekday during term time from 7.45am to 8.30am. You can arrive with your child at any time between these times. For safeguarding purposes, parents/carers are required to stay with their child until Breakfast Club opens at 7.45am. Please do not bring your child early, the Club cannot be responsible for children before 7:45am.

At the end of the session, the children are accompanied to the main school playground by the Breakfast Club staff, who stay with them until the class teachers arrive to take their classes into the school.

Breakfast Choices – Please note we are a Nut-Free School

Every day we offer:

- At least 3 different cereals.
- Toast with a selection of spreads (e.g. jam, honey)
- At least two choices of fruit squash, milk, water. Hot chocolate in the winter.
- Fresh or dried fruit.

Occasionally the menu is supplemented with seasonal treats and different bakery goods, for example pancakes. Where possible, any special diets will be catered for; please speak to the school office if you have booked a space and your child follows a special diet.

Bookings

Bookings are made on MCAS under Wraparound Care. Select the Breakfast Club sessions you would like your child to attend. Availability is colour coded as follows: Green = available, Red = no spaces available, Blue = you have booked your space, Grey = school closed. You can make a booking up to and including the morning of the club session you require, as long as the booking is made before the start time of the club. If the session you require is colour coded red, meaning there are no spaces available, please do not bring your child to Breakfast Club.

Cancelling Bookings

Breakfast Club sessions can be cancelled up to 24 hours in advance. To cancel your booking, follow the same procedure as for booking your child's place, only select the blank space at the top of the session day; this should then show you a blank space. Your payment will automatically be credited for future use.

Cost

£4.00 per session

£2.00 per session if you are in receipt of pupil premium free school meals

The cost does not change depending on the time you arrive or if you choose for your child not to have breakfast.

Payment

Payment is made at the time of booking on MCAS. If paying via tax-free childcare, you make your payment from your account to the school's central account, when the fee is applied to MCAS.

The system defaults to the price of £4.00. If you are in receipt of pupil premium free school meals you will see an option of £2.00 to select. Please select this option before selecting your sessions. If you are not in receipt of pupil premium free school meals, you will not see this option.

Payment via Tax-Free Childcare

We are a registered provider of tax-free childcare. If you have a Childcare Choices account and wish to pay using tax-free childcare, please let the school office know. You will then be able to select the TFC option when booking your sessions. You will not be asked to pay at the time of booking when you select the TFC option. Instead, each Friday the cost of the sessions your child attended for that week will be shown on MCAS under 'Outstanding Payments'. Then, when the school office has been notified, by DEMAT's Central Finance Department, that your payment has been received from your Childcare Choices account, this amount will be removed from Outstanding Payments on MCAS.

To find out if you are eligible for tax-free childcare and for information on how to create a Childcare Choices account, please go to www.gov.uk Our URN (Unique Reference Number) is 143835.

Please note, you make your payment to the school's bank account from your Childcare Choices account yourself; we do not have access to your account.

Messages

As you will appreciate, the Breakfast Club staff have many children to supervise and cannot therefore pass individual messages on to class teachers. If there is something which the class teacher needs to know, please contact the school office.

Concerns

Any information relevant to a particular day can be discussed briefly at drop-off. If you have more detailed issues or concerns about your child that you would like to discuss please contact the school office.

If you have concerns about the way in which the Breakfast Club is being operated, please raise them with the Headteacher, Mrs Jackie Mills.

Headteacher – Mrs J Mills
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