



**Middlewich Primary School**  
**Breakfast Club Terms and Conditions**  
**May 2023**



- The breakfast school club is operated by Middlewich Primary School. The breakfast club is a play setting and Middlewich Primary School is legally responsible for all children in attendance.
- All children will be provided with breakfast whilst attending the club. Parents/carers must ensure that any dietary requirements or allergies are formally communicated (in writing by email or letter) to school prior to attendance.
- Parents and carers must sign the breakfast club register when dropping off their children. Children will then remain in the care of breakfast club staff until they are taken to their class at the start of the school day.
- It is the responsibility of parents/carers to ensure Middlewich Primary School is kept informed and up to date of any alterations to information provided regarding their child, i.e. contact details, medications etc.
- There is a maximum of 60 places available at the breakfast club each day. Each place requires an advance booking which should be made as soon as possible and at least one working day before the place is required. Bookings can be placed in advance up to the end of the school year. In exceptional cases, places can be given on the day, subject to numbers.
- All bookings should be made via the school office. These must be communicated by telephone or by email. Please note the school office closes at 4pm and any bookings after this time will not be confirmed. The breakfast club staff are not able to take bookings.
- Any cancellations must be made as soon as possible and at least two working days prior to the booking. (i.e. cancellation made on a Monday for a Wednesday booking, Tuesday for a Thursday booking, Wednesday for a Friday booking, Thursday for a Monday booking and Friday for a Tuesday booking). Failure to cancel any bookings will result in the usual day charge. Cancellations may be made 'on the day' if the child is ill and unable to attend school for medical reasons. Any other 'on the day' cancellations will be waived at the discretion of the headteacher.
- Invoices will be sent to parents/carers on a weekly basis. Balances on accounts must be paid promptly within five working days, unless payment is via an approved voucher scheme.
- If payment is made via an approved voucher scheme, balances must be paid in full in line with the scheme's payment terms.
- If a balance is not cleared by the end of the calendar month, the child(ren) will not be able to attend the club until this is cleared.

**By placing a booking for breakfast club all parents and carers are agreeing to the above terms and conditions.**