

## Hope 'Morning Larks' Breakfast Club

### Terms & Conditions Academic Year 2022-23

Please read these Terms and Conditions, complete and sign below and return to the School Office. Payment is required in advance to secure your child's place.

School Office: [enquiries@hopecommunityschool.org](mailto:enquiries@hopecommunityschool.org)

Tel: T: 0203 223 2000

#### **General Information**

Morning Larks breakfast club is run for the exclusive use of children attending Hope Community School. Hope Community School will staff our Breakfast Club unless there is a staffing shortfall, when we may use supply staff. Morning Larks is located in the community room, drop off at the community room door. During each Breakfast Club session children will be provided with a breakfast consisting of cereal and a fruit, or toast/crumpet/muffin and fruit. To receive breakfast children must arrive before 08:10am.

There will also be a range of activities to engage them. With use of our school resources and equipment including ICT, sports, art, we are able to provide a range of fun group and independent activities including homework time.

#### **Fees**

£4.00 per session booked in advance (£4.20 Adhoc)

£2.00 for additional siblings. (£2.10 Adhoc)

All fees are to be paid by ParentPay only. You will be given the option to pay in advance either in full or in two half termly instalments. Failure to pay in advance or negotiate a payment plan will result in your child's place being suspended.

Adhoc sessions must be agreed at least 24 hours prior to the required date and are NOT guaranteed. Please e-mail the school to check availability for your child on your required date. Payment MUST be made in advance via ParentPay to secure your child's place.

Cancellation of Contract / Change of Days Cancellation of a place or change of days request needs to be done in writing, giving at least 14 days notice. No verbal cancellation or changes will be accepted. Failure in doing so will result in you being charged

#### **Medical**

The club will use the medical and contact details held in school and those that have been disclosed on the registration form. Please inform us of any changes to this information.

#### **Behaviour**

Our clubs expect the same behaviour from children as we do during the normal school day, rewards and sanctions will be issued for behaviour. We would also like to remind you that if

a child does not follow the high expectations of behaviour, they will be asked to leave the club either temporarily or permanently. We will inform you if this occurs.

### **Absence**

If you know that your child /children are not going to attend Breakfast Club, you must either contact the school via email or leave a message at the School Office via telephone or email. Please note that the normal session charges will still apply.

### **Complaints Policy**

If you have any suggestions regarding our Breakfast provision, please let us know. In the unlikely event that you need to complain about our services, please ask for our formal complaints procedure. Indemnities, Warranties and Liabilities and Breakfast club run under the same indemnities, warranties and liabilities as the school.

### **Reservation of Rights**

The Breakfast Club reserves the right to exclude a child or family from attending either club or to refuse to accept a registration. The Breakfast Club reserves the rights to close on the grounds of staff shortage, unavailability of facilities or any other reason which in its reasonable opinion necessitates closure. Reasonable notice will be given where possible. The Breakfast Club reserve the right to charge these Terms and Conditions at any time and will give written notice of such changes to parents / carers.

### **Legal: Waivers, Exclusions, Jurisdiction**

No failure or delay by the Breakfast in exercising any of their rights or remedies shall prejudice or affect its ability to do so unless they have provided a specific waiver or release in writing. These terms and conditions are governed by English law and subject to the jurisdiction of the courts in England and Wales. The Breakfast Clubs shall not be liable for any direct or indirect loss suffered by parents/ carers as a result of club closures under the terms of the agreement, including but not limited to loss of profits, increased costs or expenses or wasted expenditure.

The Breakfast Club accepts no liability for the administration of medicine in accordance with parents/ carers written instructions. Medicines will not be administered in the absence of written instructions. The Breakfast Club accept no liability for loss or damage (including consequential loss) to property brought to club premises caused by the actions of children or third parties or for accidental damage caused by club staff. The Breakfast Club accept no responsibility for injury caused from pre-existing medical conditions which are not notified to the club. Once you have read these Terms and Conditions, please complete and sign below and return to the School Office.

Kind regards,

**Sara Donnelly - Principal**

Hope Community School

167 Rectory Lane

Sidcup DA14 5BU

T: 0203 223 2000

Child/Children s name(s):

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I accept the terms and conditions detailed above and wish to register my child/ren for Morning Lark's breakfast club.

Parent / Carer (print name):

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Signed:

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