



Breakfast Club **Terms and Conditions**

This document contains essential information about the **Breakfast Club**. You will be asked to sign to confirm that you have read and understood this information. Please keep a copy to hand so that you can refer to it when necessary.

The Breakfast Club

The *Breakfast Club* is managed by Bagshot Infant School. It is open to children, aged 4 to 7, who are pupils of Bagshot Infant School. It operates before school from **8:00am to 8:40am** Monday to Friday

The *Breakfast Club* is located in the dining hall (Bagshot Infant School, School Lane, Bagshot, GU19 5BP).

You may contact the club directly (during operational hours only) on 01276 473385. In the unlikely event of the dining hall being out of use for any reason, the school will endeavour to operate the *Breakfast Club* in an alternative space within the school. If the school is closed, due for example to adverse weather, the club will not run and a message will be posted on the school website.

For enquiries, please e-mail: info@bagshot.surrey.sch.uk

The *Breakfast Club* is staffed by employees of the school.

Booking Procedure

Sessions must be booked for the whole half term in advance, accompanied by payment in full, and places will be allocated on a first come first served basis. The booking form will be issued in sufficient time for parents/carers to book the next half term set of sessions. We are unable to accept bookings without payment in full.

We require six weeks' notice in writing to cancel a regular booking. Bookings are not transferable.

Fees and Payments

The charge for the Breakfast Club is **£6.00** a session.

This charge applies to all sessions that have been booked and whether or not the child attends the club at the school for part of any session. A receipt will be issued, once all monies and booking form have been received. Fees will be reviewed regularly to ensure they cover the cost of operating the club and a half term's notice will be given for any changes.

Changes to bookings

We are not able to offer refunds for missed sessions due to illness, holidays, school trips or other absences, or where the pupil attends only part of a session.