



Breakfast Club and After School Club Terms and Conditions (Updated July 2024)

We offer wrap around care to all children who attend Lakeside Primary Academy, from Reception to Year 6 (Term time only)

Please note, in exceptional circumstances, some Nursery children may access the provision, but we cannot accept children under 4 years.

Our Breakfast and After School Club sessions take place in The Studio, situated at the rear of the main building.

Provision:

- 1.1 Breakfast Club Provision Timings - 7.30am to 8.45am Term Time Only.
- 1.2 Breakfast Club - Children are offered a healthy breakfast of a choice of cereals, fresh fruit, yoghurt and milk or water. Breakfast will be served until 8.30am.
- 1.3 A variety of activities and play resources are available for children to participate in.
- 1.4 After School Club Provision Timings - 3.30pm to 5.30pm Term Time Only.
- 1.5 After School Club – Each evening, children are offered a choice of healthy snack from a variety of sandwiches and wraps, along with fresh fruit, yoghurt, cakes or biscuits, milk or water available at all times.
- 1.6 A selection of activities and play resources are available indoors with sports and free play activities outdoors.

Charges:

- 2.1 Breakfast Club - £5.00 per session
- 2.2 After School Club - £10.00 per session

Payment:

- 3.1 Fees must be paid for in advance before the session is taken.
- 3.2 Payment must be made via ParentPay, activation letters for this are issued by the school office.
- 3.3 Charges are reviewed once a year. For any proposed increase of charges, you will be notified at least 4 weeks in advance.

Booking:

- 4.1 Pre-booking is essential for both Breakfast Club and After School Club to avoid disappointment. Our booking system is via parent pay and sessions must be booked one week in advance.
- 4.2 If a session has not been pre booked and no payment has been made, the school have the right to not offer a place.
- 4.3 If you have any previous debt on the breakfast club and after school club, your child will be unable to use the provision until payment is made.
- 4.4 If you require a late booking for your child after the 12:00 p.m. booking deadline, please be aware that a healthy snack may not be provided. This is because the external catering company requires the after-school numbers to be confirmed at least 12 hours in advance.

Cancellation of Session:

- 5.1 A minimum of 24 hours advanced notice is required for cancellation of a session. A charge may be incurred if advanced notice is not given.



**Late Collection:**

6.1 If a child is collected later than the close of After School Club at 5.30, a further charge of £5.00 may be incurred.

Please do speak to the school office staff if you have any questions or call 01332 571485.

If you need to contact our Club team directly, please call 07709 864165.

Lakeside Primary Academy and its wrap around care provision strictly follows Ofsted Guidance for staffing ratios and all staff are directly employed by Lakeside Primary Academy, part of the Harmony Trust.

A qualified First Aider is on duty for every session.

Whilst we always provide healthy food choices and endeavour to meet all dietary requirements, it remains parents responsibility to alert the office of any allergies (a care plan must be put in place in these circumstances).

Confirmation

The above Terms and Conditions supersede those previously issued and take effect from 1st September 2024. Failure to adhere to the above terms may result in the suspension of your child's place. Outstanding debts may be referred to Harmony Trust Finance Team. Legal proceedings may form part of the debt recovery process. By accepting or continuing to accept a place for your child, you agree to accept the Terms and Conditions stated above and any future variations (subject to one calendar months' notice being given of any such changes).

