



# CARLISLE Infant School

## BREAKFAST CLUB



**Carlisle Infant School, Broad Lane Hampton  
Middlesex, TW12 3AJ**

The Carlisle Infant School Breakfast Club is an organisation set up to provide term-time out of school care for the children of Carlisle Infant School (excluding Bank Holidays and School Inset Days).

Carlisle Infant School is committed to safeguarding and promoting the welfare of children and expects all staff, parents, carers and volunteers to share this commitment.

Our team of staff aim to provide the highest possible standard of care in a safe and secure environment. Ensuring the safety and welfare of the children is our paramount concern.

The Breakfast Club operates between 7.30am –9.00am daily.

The cost is £5.50 per session for regularly attended pre-booked sessions and £6.50 for occasional (ad hoc) sessions (Payment will be required on days of absence for the pre-booked session).

Registration Forms are available from the school office or online at;  
[www.carlisle.richmond.sch.uk](http://www.carlisle.richmond.sch.uk)

**Carlisle Infant School: 020 8979-2770.**

## **TERMS AND CONDITIONS**

**Opening Times:** Monday to Friday, Term Time 7.30a.m – 9.00a.m (excluding Bank Holidays and INSET Days)

**It is the parent/carers responsibility to book their child's required sessions which will need to be done in advance and paid for.**

**Bookings and payment will need to be made using your Scopay account or we accept childcare vouchers from a wide range of providers. Places will be allocated on a first come first served basis – the system will tell you if there are no places left. Please note the system is dependent on your account showing a credit balance before it will allow you to make a booking (unless you have a childcare voucher account). You will be able to make/amend bookings from the day before it is needed.**

**Anybody requiring a place in breakfast club for the first time will need to make sure they have registered their child first (application form to be completed and given to the school office) before they will be able to book any sessions. You will not see the Breakfast Club diary online unless the office has received and actioned your application form.**

To apply for a place at the Breakfast Club, parents must complete the Registration Forms and return it to the school office. Places will be allocated on a first come, first served basis, although priority will be given to children who have a sibling attending the club.

A waiting list will be operated should Breakfast Club be oversubscribed. Parents will be notified when a place becomes available.

### **On arrival**

The breakfast club operates between 7.30am-8.50am daily. **You will be required to bring your child through the main school gate (Broad Lane) and through the main reception area and hand your child over to the breakfast club staff who will be in the main hall.**

Children who require food at Breakfast Club must be seated before 8.15am.

### **At the end of the session**

Prior to 9.00am, children will remain in the care of the Breakfast Club staff until they are handed over to their class teacher. .

**Fees:** Fees are payable **in advance** and must be paid via our online payment system or by childcare vouchers.

Payment will be required for days of absence. Refunds / exchange of days cannot be made.

**If you require an 'Ad Hoc' place you need to go online through [scopay.com](http://scopay.com) and book an ad hoc place (minimum of 24 hours' notice) as and when required. Please note you will need to pay at the time of booking.**

**Please return to office 1**

# BREAKFAST CLUB

## REGISTRATION FORM

Child's name \_\_\_\_\_ Date of Birth \_\_\_\_\_ M / F

Class \_\_\_\_\_

Address.....

Postcode..... Contact Tel No..... Email address.....

To whom correspondence should be sent:

(Mr/Mrs/Mr & Mrs/Ms/Miss).....

### **Parents Details:**

Mother's Name..... Work No:.....

Mobile No:.....

Email address:.....

Father's Name..... Work No : .....

Mobile No .....

**Please indicate which sessions you wish your child to attend by ticking the relevant boxes**

FULL WEEK (Mon –Fri)

MONDAY  TUESDAY  WEDNESDAY

THURSDAY  FRIDAY  OR ADHOC  ONLY

Proposed start date.....

Proposed finish date (if Known).....

Ongoing until further notice

### DECLARATION

I have read and agree to the terms and conditions and code of conduct.

Signed \_\_\_\_\_ Parent /Carer

Date.....  
Please return to office 2

## MEDICAL INFORMATION

Child's Name \_\_\_\_\_ Date of Birth: \_\_\_\_\_ M / F

Any medically diagnosed medical condition (e.g. Asthma, Diabetes, Epilepsy etc.)? Yes / No

Please specify:.....

Does your child suffer from any medically diagnosed ALLERGIES? Yes / No

Please specify:.....

Current Medication.....

*If appropriate, please provide the school with a care plan.*

Own G.P's Details: Name.....

Surgery Name & Address.....

Surgery Tel No.....

The Breakfast Club will provide a light breakfast (cereal, toast and fruit).

My child can eat a variety of foods

My child should not eat the following foods:

.....  
.....

Reason: Personal Choice / Religious Reasons / Allergy (\*please delete as appropriate)

**MEDICINES**

Although this is not compulsory, we have made the decision that we will administer prescribed medication to your child during school hours if necessary. However, in order for us to do this the following strict procedures must be adhered to:

- All medication (including non-prescription items) **must** be handed, by an adult, to a member of staff who will ask you to complete and sign an 'Administering Medication in Schools Form'. A letter will not be accepted instead (forms are available from Breakfast Club or Hampton Hill Junior School Office).
- Medication will be passed to the School Office or Welfare Assistant at your child's school. If appropriate, an adult must collect medication from your child's school at the end of the day.
- If your child has a medically diagnosed condition which requires special or continuing consideration, or medically diagnosed allergy which may require treatment in school then parents must ensure to provide a detailed care plan which includes a current passport type photo of your child together with the appropriate medication.
- It remains the parent's responsibility to ensure that all necessary medications are supplied and within expiry dates.

I give permission for first aid to be administered to my child if necessary.

I give permission to call a doctor / dentist / medical services for my child if necessary.

Signed.....Parent /Carer Date.....

*Please keep us informed of any changes to the above information*

## **CODE OF BEHAVIOUR**

The Code of Behaviour for the Breakfast Club is simple and mirrors the high expectations within Carlisle Infant School, based on the Golden Rules.

Within the school the whole ethos is based on individual development, self control, mutual respect and the development of self-esteem.

All the children will be made aware of this Code of Behaviour and it will be explained to them in such a way that is appropriate for their age group.

Everyone at Breakfast Club is expected to: -

- Behave appropriately at all times to ensure their own and other peoples safety, security and happiness.
- Respect everyone at the Breakfast Club and their right to be happy and safe.
- Listen to everyone at the Breakfast Club and respond appropriately to them.
- Look after and respect the resources that are used.
- Praise for good behaviour, working together and sharing, courtesy and kindness and helpfulness.
- Any child who behaves inappropriately will be reprimanded and will have the opportunity to talk about the issues relating to and resulting from their behaviour.
- If poor behaviour is serious and/or persistent, parent/ carers will be informed either verbally or in writing and asked to meet with staff.
- Ultimately, if poor behaviour continues, or there is a particularly serious problem adversely affecting the Health and Safety and happiness of themselves or others, then the offer of a place at Breakfast Club will be removed.

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## **Safeguarding**

### **Pupil Safeguarding and Wellbeing**

HHJS is committed to safeguarding and promoting the wellbeing of children, young people and vulnerable people, and we expect the same commitment from all staff, parents and visitors.

All parents or other volunteers helping in school are required to complete forms allowing them to be checked by the Criminal Records Bureau. The school will cover the costs of this process.

All parents and volunteers must sign in (and out) at reception and wear a visitor badge.

Every member of staff at HHJS recognises that they have an individual responsibility for referring child protection concerns. Staff will follow procedures within in the HHJS Child Protection Policy and the Richmond upon Thames LSCB Safeguarding and Child Protection Policy.

### **Notifying parents**

The school will normally seek to discuss any concerns about a child with their parents. This must be handled sensitively and the Designated Senior Person will make contact with the parent in the event of a concern, suspicion or disclosure.

However, if the school believes that notifying parents could increase the risk to the child or exacerbate the problem, then advice will first be sought from children's social care.

### **Referral to children's social care**

The Designated Senior Person will make a referral to children's social care if it is believed that a child is suffering or is at risk of suffering significant harm. The child (subject to their age and understanding) and the parents will be told that a referral is being made, unless to do so would increase the risk to the child.