Headteacher: Miss Kate Jennings
South Site: Buxton Road, London E17 7EJ
North Site: Edinburgh Road, London E17 7QB
Tel: 0208 520 3487

Breakfast Club - Terms and Conditions
September 2026/2027

Breakfast Club Service

Breakfast Club will run Monday to Friday from 7.30am to start of school on both North and South Site. It will not operate in school holidays or on INSET Days. On the North Site, the Key Stage Two children are sent to their classrooms at 8.45am. The Key Stage One and Reception children are taken to their classrooms. On the South Site all children will be taken to their classrooms. The choice of Breakfast will vary from day to day but will include the following: choice of cereals, scrambled egg, sausage, toast, milk, fruit juice or water on both sites.

We aim to provide a high quality service which meets the needs of both Parents / Carers and Children. For Parents / Carers, this means knowing that your child is safe and happy in a club that is reliable and offers a consistent service. For a child, this means an environment that is safe, supportive, encouraging, nurturing, a place to be with friends and make new ones, to try out different activities, to relax, to have fun and enjoy. Parents / Carers are expected to give their support and encouragement to the aim of Mission Grove Primary School Breakfast Club and to uphold and promote its good name. Mission Grove Primary School Breakfast Club will ensure that appropriate standards of behaviour, discipline and hygiene are maintained.

Registration

Only children for whom a Registration Form has been completed and whose place has been confirmed in advance may attend Mission Grove Primary School Breakfast Club. All sessions must be pre-booked.

Booking

- **Regular Sessions**:
  All applications are to be made via the website, www.missiongroveschool.co.uk. Once the online application is completed, an email will be sent and you will receive notification via email whether a space is available. If no space is available, then the Parent / Carer will be notified that their child is on a waiting list. Places are offered on a first come, first served basis.

- **Ad hoc sessions**:
  These must be requested via email to office@missiongrove.org.uk ideally giving at least two days' notice. The Parent / Carer will be notified as soon as possible after receiving the request, that a place is available. Ad hoc places are offered on a first come, first served basis. If a place is requested in an emergency and two days' notice cannot be given, a telephone request needs to be made via the School Office, verbal confirmation needs to be obtained and the online form needs to be completed retrospectively.

Payment of Fees and Cancellation

The cost per session is £4.00 per day, £20.00 per week on the North Site and £4.00 per day, £20.00 per week on the South Site. Parents will be given one term's notice of any change in fees. On receipt of the booking form a payment item will be set up on Parent Pay to enable payment and the days requested will be pre populated therefore showing how much is due each week. Additional days will be manually put on Parent Pay. Parents paying by childcare vouchers will still have this payment item allocated to their child and all payments made will be recorded. We ask parents who use childcare vouchers to provide the school with the reference number to enable payments to be matched correctly.

Regular sessions:

Payments for Breakfast Club will need to be paid via your Parent Pay account and the payment needs to be made at least weekly in advance. The School reserves the right to exclude children if fees remain unpaid after a reminder and parents are advised to contact the school in case of any difficulties with payments. No refunds will be given for non attendance due to sickness or any other absence or for sessions only part attended.

No refunds will be given for non-attendance due to sickness or any other absence or for sessions only part attended. Consideration to a refund will be given in exceptional circumstances and at the authorisation of the Headteacher.

Mission Grove Primary School requires two weeks written notice if you no longer require a place for your child at Breakfast Club or wish to make any changes to the days attended. This can be emailed to office@missiongrove.org, please put Breakfast Club in the subject line. Any changes will be subject to agreement by Mission Grove Primary Breakfast Club and will be subject to availability. Charges will be made for the booked sessions within the notice period whether or not the child attends. Charges will continue to apply until written notice is received.

No partial refund will be given if a child attends too late to receive breakfast or does not require breakfast. Breakfast will be served until 8.30am on North Site and 8.20am on South Site.

If there are any outstanding fees due from the previous school year, payment needs to be made prior to your child attending the Breakfast Club in the next academic year. Should no payment be made and there is a debt on your account, any offer of a place will be withdrawn until the debt is settled.

General Conditions

It is the responsibility of the Parent / Carer to sign their child in at Breakfast Club by bringing their child to the Dining Hall via the pedestrian access on Buxton Road on the North Site and via the main pedestrian access on the South Site. Please do not leave your child at the gates.

Any Special Dietary requirements (for example due to allergic reaction or cultural or religious beliefs) must be notified on the Breakfast Club Registration Form.

Details of medication held in school should be detailed on the online booking form. Medical conditions should also be noted.

All accidents, that staff are made aware of, are documented in an accident book. Should the need arise, the Parents / Carers hereby give their consent for first aid to be administered and or the emergency services to be contacted. The emergency contact details will be those held on the pupil's school record and our normal school procedures for notifying parents in the event of an accident will be followed.

Mission Grove Primary School Breakfast Club will not be liable for loss of property brought onto the premises by Parent / Carer or Child.

The Parent / Carer hereby confirm that they accept the authority of the Breakfast Club Leader and staff to take all reasonable disciplinary or preventative action necessary to safeguard and promote the welfare of each child and the Mission Grove Primary School Breakfast Club community. Parents may be required to remove the child temporarily or permanently if the conduct of the child is unacceptable and it appears to the supervisor that the continued presence of the child is incompatible with the interests of Mission Grove Primary School Breakfast Club. There would be no refund of fees in these circumstances.