



**Castlecombe Primary School**  
 Castlecombe Road  
 Mottingham  
 London  
 SE9 4AT

☎ 020 8857 1504

@ admin.office@castlecombe.bromley.sch.uk

🌐 castlecombe.bromley.sch.uk

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# Roots Breakfast Club Terms & Conditions

## Academic Year 2019-2020

Please complete a separate Registration Application Form for both Breakfast and After School Clubs. Forms are available from the school website [www.castlecombe.bromley.sch.uk](http://www.castlecombe.bromley.sch.uk) or from the Club Leader. The club will run concurrently with published term dates (excluding INSET days), which can be found on our website. The clubs are run for the exclusive use of children attending Castlecombe Primary School.

### Provision:

Employees of Castlecombe Primary School will staff our Breakfast Club unless there is a staffing shortfall when we may use supply staff. During each Breakfast Club children will be provided with a breakfast consisting of cereal and a fruit or toast/ crumpet/muffin and a fruit. There will also be a range of activities to engage them.

### Fees:

**Contract £4.00** per session

Fees are payable in advance either in full or in 2 instalments. Please tick the preferred option on your booking form. Please pay by Parent Pay. Childcare Vouchers can be used as full or part payment.

**If you are unable to adhere to the above you must contact the Breakfast Club to arrange a payment plan [breakfastclub@castlecombe.bromley.sch.uk](mailto:breakfastclub@castlecombe.bromley.sch.uk) Failure to pay in advance will result in your child's place being suspended.**

### Adhocs £5.00 per session

This must be agreed the day before the required date and is NOT guaranteed. Please complete an Ad Hoc Form and hand it to the Breakfast Club Leader. Breakfast Club facility is payable before or on the day by Parent Pay.

### Cancellation/Change of Contract/ Change of Days:

Cancellation of a place or change of days request needs to be done in writing and giving at least one month's calendar notice. No verbal cancellation or changes will be accepted. Failure to do so will result in you being charged.

### Medical information and contact details:

The clubs will use the medical and contact details held in the school. Please inform us know of any changes to this information.

### Hours:

Breakfast Club: 7:45 – 8:40am

### Absence:

If you know that your child/children are not going to attend Breakfast Club, you must either contact [breakfastclub@castlecombe.bromley.sch.uk](mailto:breakfastclub@castlecombe.bromley.sch.uk) or you can leave a message at the office either via email or phone. Please note that normal session charges will still apply.

### Behaviour:

The Breakfast Club expects 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.

### Grounds for Exclusion:

Persistent poor behaviour on the part of the child (which includes, but is not limited to, bullying, verbal abuse, physical violence, fighting, racial incidents, defiance, rudeness to others, dishonesty, disobedience and deliberate damage to property), or non-persistent incidents of particularly serious behaviour (for example which endangers children or staff) will be record poor behaviour in the incident book. Three recorded incidents may result in a temporary or permanent exclusion at the discretion of the Head of School or Deputy Head.





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**Complaints policy:**

If you have any suggestions regarding our Breakfast and After School club provision, please let us know. In the unlikely event you need to complain about our service, please ask for our formal complaints procedure.

**Indemnities, warranties and liabilities:**

Breakfast and After School Clubs run under the same indemnities, warranties and insurances as the school.

**Reservation of Rights:**

The Breakfast Club reserves the right to exclude a child or family from attending the club or to refuse to accept a registration. The Breakfast Club reserves the right to close the club 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 reserves the right to change 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 Club in exercising any of its rights or remedies shall prejudice or affect its ability to do so unless it has 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 Club 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 accept 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.

Kind regards

**Mrs R Haig**  
**Headteacher**  
**Castlecombe Primary School**  
A Spring Partnership Trust School

Child/Children's Name(s):.....

Parent/Carer (Print name):.....

Signed:.....Date:.....

