

# CARLISLE AND HAMPTON HILL FEDERATION



## BREAKFAST CLUB



**Hampton Hill Junior School, St. James's Avenue, Hampton Hill  
Middlesex, TW12 1HW**

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

Hampton Hill Junior 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 – 8.50am daily. Children will be escorted to Carlisle School and passed to the teachers on duty.

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

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

**Hampton Hill Junior School: 020 8979 3019.**

**A Breakfast Club is also available on site at Carlisle Infant School.  
Please make sure you complete the registration form specific to the site you will  
be using for your child.**

## TERMS AND CONDITIONS

**Opening Times:** Monday to Friday, Term Time 7.30a.m – 8.50a.m (excluding Bank Holidays and INSET Days)

### **The administration process for booking regular and Ad Hoc breakfast club places is changing from September 2019**

**Please note, this means that it will be the parent/carers responsibility to book their child's required sessions which will need to be done in advance and paid for.**  
The system is set up now and ready for bookings to be made from September onwards.

**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.**

#### **On arrival**

Parents are asked to bring their child through to the Tate block where they will be asked to sign them in with a member of Breakfast Club staff who will take them inside, and ensure that they are settled. From 7.30am for approx. 10 minutes a member of staff will be at the playground gates to take registrations to save early parents some time.

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

Children will remain in the care of Breakfast Club staff until handed over to the adult on duty at Hampton Hill Junior School or teacher at Carlisle Infant School.

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

8.40am, Carlisle Infant children will leave HHJS with the Walking Bus and then be handed into the care of their class teacher in Carlisle Infant playground.

At 8.50am, HHJS children will be handed into the care of the adult on duty in the school playground.

**Fees:** Fees are payable termly and may be paid via our online payment system or by childcare vouchers. Failure to pay for fees every term may jeopardise your place(s). Sessions will be uploaded to the online portal at the beginning of every term for the whole term.

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

Extra days on an 'ad-hoc basis' can be arranged subject to the club fulfilling statutory staffing requirements. Payment for extra sessions should be paid for on the day.

A notice period of two weeks is required for the cancellation or alteration of arrangements, which result in a reduction of sessions required.

# BREAKFAST CLUB

## REGISTRATION FORM FOR ATTENDANCE AT HHJS SITE BREAKFAST CLUB

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

School they attend: HHJS / Carlisle Infants Class \_\_\_\_\_

Address.....

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 .....

**DECLARATION**

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

Signed \_\_\_\_\_ Parent /Carer Date.....

Please return this form to the school office. You will be contacted by email or parenthub once the breakfast club diary has been made available on your online account.

**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 you 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 Hampton Hill Junior School.

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 Disclosure Barring Service. 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.