



St. John's Catholic Primary School

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Breakfast Club and Extended Day Terms and Conditions 24/25.

We are delighted to be able to offer breakfast club and extended day for this academic year.

Please can I ask that you read this document very carefully as it details all the information you will need when using the clubs and also the terms and conditions.

By using breakfast club and/or extended day you are agreeing to the terms and conditions stated below.

Places are limited and are allocated on a first-come-first-served basis. Once you have a booking it will roll over into the new term until term 6 unless cancelled/amended. All bookings are cancelled at the end of term 6 of each academic year. If you request a session that is full, your child will be placed on a waiting list.

Prices and Payment.

Prices from September 2024:

Breakfast Club - £5.00 per session (breakfast included)

Extended Day - £5.00 Session 1- 3.15pm – 4.30pm (light snack included)
£5.00 Session 2 – 4.30pm – 5.30pm

£10.00 Sessions 1&2 – 3.15pm – 5.30pm

Bookings must be made termly, and the full term's cost is payable before the start of each term. Please note that changes requested after the deadline (stated in the booking email for each term) will not be actioned for the first week back and full payment for that week's original booking will be due. We are not able to offer refunds or irregular bookings for holidays/any other absences in term time apart from school trips/residentials. Invoices will be sent prior to the end of each term with payment due in the holidays. Failure to make payment by the requested date without explanation could put your child's place at risk. Payment can be made by bank transfer or childcare vouchers. If using childcare vouchers payment must still be made by the date stated. **Please note that if there is an outstanding balance on your account, we will not be able to take any further bookings until the balance is paid.**

Ad-Hoc Bookings.

Whilst we respectfully request that bookings are made for the whole term in advance, we understand that there may be occasions when a situation arises where a one-off booking is required. If such an occurrence arises please call the office with as much notice as possible and we will do our best to accommodate your request.

Non-Attendance at club.

If you have booked your child into either club and they will not be attending, please call the office and either leave a message on the answer phone or speak to someone before the start of club. Due to the high demand for places in both clubs, regular non-attendance without explanation regardless if payment has been made could put your child's place at risk.

Drop off & Collection times.

Breakfast club gates open at 8am and close at 8.05pm promptly. Children arriving after this time will need to come to the office to go through to breakfast club. We cannot guarantee that children arriving late will be able to have breakfast.

Extended day collection times are 4.30pm or 5.30pm only. We respectfully request that parents only collect at these times to enable children to take part in games/activities away from the hall. Parents/Carers who collect their children late from a session could be charged. If you have exceptional circumstances that will require collection at a different time regularly please contact Miss Byrne in the office to discuss at the time of booking.

Behaviour Expectations.

Breakfast club and Extended day are extensions of the normal school day. Club staff have the same standards and expectations for behaviour as teaching staff do for the school day. Any children not following the expected behaviour guidelines could put their place in club at risk.

By booking your child into breakfast club and/or extended day you are agreeing to the terms stated above.