



**The Federation of Sacred Heart and St Mary's
Catholic Primary Schools, Battersea**



Sacred Heart R.C. Primary School, Battersea

Este Road, Battersea, London SW11 2TD

Tel: (020) 7223 5611

Email: admin@sacredheart-battersea.wandsworth.sch.uk

www.sacredheartschoolbattersea.co.uk

Executive Headteacher Mr Jared Brading

Associate Head Mrs Nicola Byrne

Policies and Procedures

Breakfast Club starts at 8:00am

Breakfast is served between 8:00am to 8.25am

Children **MUST** report to the main reception accompanied by an adult to be registered for the session.

Parents **WILL NOT** be admitted into the building.

There will be no refund for non-attendance due to sickness, transport difficulties or inclement weather conditions and non-authorised absences. Fees will be cancelled if there are closures by the school and you will not be charged for Inset days.

Breakfast Club fees will be charged in advance weekly.

Top up payments can be made at any time on Parent Mail Breakfast Club account. Breakfast Club arrears of two weeks or more may result in an immediate suspension of the place until debts have been cleared. If payments continue to be received late you may be required to pay your Breakfast Club Fees upfront before the start of each half term.

Children are expected to follow the school behaviour policy and treat all members of staff respectfully.

Children are required to tidy away at the end of Breakfast Club when the bell rings and to line up as directed by club staff.

Breakfast Club reserves the right to terminate membership if the rules are not followed.

Completing a Breakfast Club application form does not guarantee a place. **DO NOT** turn up for Breakfast Club unless you have received your Breakfast Club confirmation email.

Only attend Breakfast Club for pre-booked and agreed days. Children will not be admitted if they are not on the register.

Parents will be notified if their child has been allocated a place via a confirmation email.

If demand outstrips available number of places, children will be added to a waiting list on a first come first served basis in order of application received. You will be notified if you have been placed on the waiting list.

If you wish your child to cease attending Breakfast Club at any time an email must be sent to: amanda.hunt@sacredheart-battersea.wandsworth.sch.uk otherwise you will be charged for Breakfast Club attendance.