



BROOKWOOD PRIMARY SCHOOL BREAKFAST CLUB– TERMS AND CONDITIONS

- The booking form will be emailed to parents once every half term. Paper copies can be requested from the school office by emailing office@brookwood.surrey.sch.uk.
- Completed booking forms should be handed to a member of staff or clipped securely under the breakfast club sign-in sheet.
- Booking in advance is essential to guarantee a place. Please note that we have a maximum of 30 places available at the club. In the event that you have not booked, you may be turned away if we do not have sufficient places to accommodate your child.
- The daily fee for breakfast club is £4 per child per day (or £3 per child for two or more children per day).
- Children should be signed into breakfast club each day on the sheet provided.
- Breakfast is served between 7:45am and 8:10am. Children who arrive after 8:10am will not be provided with breakfast.
- Breakfast consists of: two slices of toast with butter, jam or honey; or a bowl of cereal and one slice of toast with butter, jam or honey; one Frube yogurt; and a cup of either apple or orange juice. Water is also provided.

CANCELLATION POLICY

- The school requires 24 hours' notice to cancel a booking, unless non-attendance is due to a child's illness. In the event that a booking needs to be cancelled, an email should be sent to: office@brookwood.surrey.sch.uk.
- If your child is unwell on the day of breakfast club, please leave a message on the school's absence line before 8:15am.
- Non-attendance at the club without cancellation will incur a charge at the usual daily rate of £4 per child per day (or £3 for two children per day).

NON-PAYMENT OF FEES

- In the event that fees are incurred, children will not be permitted to attend further sessions at breakfast club until these have been paid.

The school reserves the right to make changes to these terms and conditions as necessary, and to withdraw the offer of a place at breakfast club if these terms and conditions are not met.