



## MARVELS LANE PRIMARY SCHOOL

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London  
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### **BREAKFAST CLUB TERMS & CONDITIONS**

The aim of the Marvels Lane Breakfast Club is to provide care and a healthy breakfast for children of parents who need professional supervision for their children before the official start of the school day in a safe, familiar and warm environment.

#### **Dropping off**

We have had some problems with children being left outside the school in the morning. To ensure safe arrival children must be dropped off at the office from 8:00am onwards by an appropriate adult and registered. This is so that we can make sure that we have all of the relevant information including pre-payment and space.

Some parents are not reserving a place for their child in advance and are just turning up on the day. We may be unable to accommodate this as resources and supervision must be planned in advance if we are to operate effectively. Please be reminded that places need to be booked, and payment made in advance. Of course, we will always try to accommodate exceptional circumstances. Please talk to Mrs Macnamara or the office staff.

Once registered and booked in, children can be left at the breakfast club between 8:00am until the start of the school day at 8:55am.

#### **Breakfast**

Children will be given a choice of breakfast cereal or toast and jam with water or milk to drink. Please make sure the team is fully aware of any allergies on your registration form and update us if there are any new issues.

#### **Activities**

There will be a range of activities available for the children each morning as well as a quiet reading area. Children in KS2 (Y3-Y6) will be able to go out onto the supervised playground from 8:40am.

#### **Club Charges**

Breakfast Club costs £2.00 per child per session, with a reduction of £1.00 per sibling. Payment must be made in advance of your booking (either daily/weekly/monthly/half-termly/termly) preferably via ParentPay, although we will also accept cash or cheques. In the case of Breakfast Club, payment made online must be actioned before 7:30am on the morning of the booking. Please ask at the office for further details if you are unsure. Payment reminders for those in arrears are currently processed weekly, but as this involves additional administration no future breakfast club reservations will be taken without pre-payment. We will withdraw the facility if the account falls into arrears. Please speak to Mrs Macnamara or the office team if there is a problem with payment.

#### **Booking Form**

A booking form MUST be completed before your child can attend Breakfast Club, even on a 'one-off' basis. The form must confirm the exact amount of days you would like your child to attend and all relevant contact and dietary information. Please give notice if you no longer require your child's place in Breakfast Club as this will enable us to offer the place to another family on the list. Non-attendance without notice will be charged at the normal rate and no refunds will be given.

Mrs J Macnamara  
**Assistant Headteacher/Club Administrator**