

Breakfast Club Terms & Conditions

Operating Days and Times

The breakfast club operates from 8 to 8.30am daily during term time (with the exception of bank holidays). Clubs will only run on days when a booking is confirmed in advance.

Fees

The breakfast club costs £2.75 per child per day / £3 not pre booked
Fees are reviewed annually on 1st September .

Absences

Please telephone or e-mail the school office if your child will not be attending a booked session.

It is the responsibility of the parent to advise school staff if their child will not attend the breakfast club on any day. This includes school trips. Failure to inform Orford School staff of these activities may result in you being charged for breakfast sessions your child has not attended.

Full fees are applicable for any absences (including sickness and holidays)

Advance Booking

Advance booking is defined as booking a term or half term in advance. To qualify for the advance booking rate you must have made your booking by the end of the first week of term.

Short Notice Booking

There are usually a small number of spaces available to book at short notice. These places are charged at a higher rate and can only be booked by telephoning Orford School. If you select this booking method please bear in mind that while we will do everything we can to accommodate your short notice request, *we cannot guarantee a space*.

Meals

Breakfast of cereal or toast supplied daily

Late Payment

Charges are added to Parentpay each day. All fees should be paid at the end of the week.

Notice Period

We require one month's written notice should you no longer need a place at the breakfast club. Failure to provide one month's written notice may result in charges for sessions already booked.

Conditions of Admission

- 1) You must fill in the booking form as written confirmation of booking
- 2) OCEVAP reserves the right to refuse a place for future dates if a child misbehaves for 3 consecutive days .
- 3) All Orford CEVAP School policies apply.

Contacts

E-mail: admin@orfordprimary.co.uk

Tel: School office on 01394 450281

All aspects of this service will be reviewed on 1st March 2022