



## **Breakfast Club Information**

**Inspire Academy provides a safe and caring environment for before school care.**

**The aims of our Breakfast Club are:**

- To provide a facility that meets the needs of the children attending the Club.
- To provide a facility that meets the needs of working parents/carers.
- To ensure that the children are cared for in an environment that is safe and happy.
- To make the club interesting and stimulating.
- To provide activities and opportunities to enhance positive self-esteem and self-image.

### **Booking**

Parents and carers are asked to pre-book their child's place for breakfast club via ParentPay. If you need log in details for Parentpay or guidance on how to book, please contact the school office on 0161 339 7822.

There are a limited number of places available and therefore allocated on a first come, first served basis.

### **Dropping Off**

Breakfast club opens daily at 8am every school day during term time. Breakfast club is situated in the main school hall. Children should be dropped off by parents/carers at the school gate by the side of the main school hall. Last entry into breakfast club is 8.30am.

### **Fees**

Breakfast Club is charged at £2 per day and includes breakfast.

### **Snacks**

Breakfast is provided and pupils are able to choose between toast and a selection of breakfast cereals. Any child with special dietary requirements will be catered for.

### **Accidents and Illnesses**

In the event of a child falling ill or having an accident at the Club, parents/carers will be contacted as soon as possible. A qualified member of staff will give basic first aid. Please note that it is very important to keep the school **up-to-date** with emergency contact names and numbers.

### **Medicines**

Staff can only administer "prescription" medicine to a child if signed written consent has been given to the school office.

### **Child Protection**

We take this very seriously and any suspected abuse, will be reported to the Social Services Department and local Safeguarding Board immediately.



**Inspire Academy**

Discovery Adventure Exploration

### **Equal Opportunities**

We operate an equal opportunities policy that applies to all children, members of staff, students and volunteers.

### **Behaviour & Discipline**

All children are expected to behave well towards each other and towards school staff.

There is a behaviour policy and procedure in place, which the school will be more than happy to discuss with you.

### **Complaints**

If you feel you need to make a complaint, please speak to the Club Leader in the first instance.

Complaints that are more serious can be taken to the Principal of Inspire Academy. All complaints will be investigated and dealt with promptly.

### **Payments**

All payments are now taken through ParentPay. The only alternative payment we will accept is child care vouchers. Please see the school office if you need your ParentPay login details. Payment is to be made in advance by using the pre booking system on ParentPay.

Our caring and qualified staff are always willing to listen and will talk to you if you need any information or have any concerns, which may affect your child.

If you would like any more information please **phone 0161 339 7822** or **email [inspire@victoriousacademies.org](mailto:inspire@victoriousacademies.org)**