



THE BAIRD PRIMARY ACADEMY

Parker Road, Hastings,
East Sussex, TN34 3TH

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Principal: Carly Welch

Admissions Contract – Breakfast Club Conditions of Placement

Please read the following information and keep this contract for your reference.

The Baird Extended Schools Provision aims to provide a safe, secure, consistent and welcoming environment for all. It is therefore necessary to have a condition of placement agreement. The Baird Primary Academy reserve the right to terminate your child's place in Breakfast Club with immediate effect, should their behaviour become disruptive or causes danger to either themselves, other children or staff in the setting.

Standard Fees

- Fees are charged on a monthly basis for all children. Fees are payable in advance, and are paid through the ParentPay service. Further details can be found at www.parentpay.com we are also able to accept payment through childcare vouchers, and the government tax free childcare scheme. Please contact finance@thebairdprimaryacademy.org.uk for more details.
- Monthly fees are charged per calendar month. Fees for the following month are invoiced at the end of a current month. Invoices are sent approximately 2 weeks before payment is due – all fees must be paid by the 7th of each month. If payment is late then a £20.00 charge will be added to the next invoice. Fees for Breakfast Club sessions include breakfast.
- Failure to pay the fees on time will result in you losing your child's place at The Baird Extended Schools Provision and may lead to the Academy seeking reimbursement through Debt Recovery.
- There will be an annual price review conducted by University of Brighton Academies Trust in September of each year. We will communicate with you in May of each year any planned fee increases for the following September.
- Additional sessions must be booked at least one week in advance, staffing and spaces permitting and paid for once the space has been confirmed.
- Sessions must be booked by 20th of each month and paid in advance. If payment has not been received, your child will not be allowed into the provision.



The Baird Primary Academy is part of the University of Brighton Academies Trust, a charitable company limited by guarantee, registered in England and Wales with company number 7185046. Registered address: Multi Academy Trust Office, University of Brighton, Checkland Building, Room A304, Falmer Campus, Village Way, Brighton, BN1 9PH.



University of Brighton
Academies Trust

Notice

- Sessions will run from 07:45 – 08:45 Monday to Friday and will be located in The Cabin. Children will be provided with a choice of breakfast.
- We require one calendar month notice for children leaving Breakfast Club, cancelling some of the existing sessions or to any changes of attendance. If for any reason, this period of notice is not given, one month's fees may be payable in lieu of notice. We reserve the right to amend the notice period in exceptional circumstances.
- There may be times when we have to update and amend our Admissions Contract. When doing this, we will give all parents advance warning and a new copy will be emailed to the parent/carer. All parents/carers must read the new contract, it will be assumed that the parent/carer *has* read the new contract and that they agree to the conditions and have no concerns regarding it.

Extreme Weather

- We aim to never have to close the Academy; however there may be occasions of extreme weather when we are forced to do so for the safety of the children and staff. Should this be the case please check East Sussex County Council's website, as well as our own website for updates. We will endeavour to contact all families affected by any closure, but remind parents that our staff may not be able to travel to or reach the Academy at the usual time. There will be no charge for these days, and as all fees are paid in advance any refund will be included within the next month's invoice. However, if we are open but you are unable to get to the Academy then fees will not be reimbursed.

Useful websites:

<http://www.eastsussex.gov.uk/educationandlearning/schools/schoolclosures.htm> <http://www.thebairdprimaryacademy.org.uk>
<http://www.twitter.com>

Holidays

- The Baird Breakfast Club will be closed on all statutory Public Bank Holidays and all school holiday dates. There will be no charge for school holidays or Bank Holidays. The Breakfast Club Provision will also be closed for all INSET days and at the start of each academic year.
- Families taking their children out of the Breakfast Club Provision for holiday etc. at times when they would normally attend will be required to continue to pay the normal fees to secure their child's place.

Health and Medical

- Children who are unwell should not attend Breakfast Club. In the interests of other children and staff it may be necessary to restrict attendance for children that have, or are thought to have a contagious illness such as chicken pox, impetigo or measles. If your child has persistent sickness and/or diarrhoea, it is recommended they do not attend until **48 hours after the last bout**. All cases are considered on an individual basis, although it may be necessary to request written confirmation from the child's doctor. If you are unsure or have concerns about your child attending please telephone us.
- Full fees are payable during periods of illness. However, we will consider periods of absence due to sickness lasting more than 10 days on an individual basis and if the absence is COVID-19 related.
- If a child requires urgent medical treatment and neither the family nor the emergency contact can be reached, permission is given for any necessary medical treatment to be carried out by a qualified medical practitioner.
- At Breakfast Club we can only administer medicine to children that has been prescribed by the child's GP or Doctor. If this is the case, the medicine must be brought in, in the original bottle and given to a member of staff. A Medicine Consent form must be completed before we are able to administer any medication.
- If your child is unable to attend Breakfast Club for any reason, we ask parents to contact us to let us know why they are unable to attend. Failure to do so will mean we will try to contact you to find out why your child is absent by 30 minutes after the start of the session. If your child is absent and we have had no contact from you for 3 weeks, then we would write to you to confirm that your child's place is to be withdrawn.

Clothing

- We regret that we cannot accept responsibility for school uniform that is damaged or lost within the setting. All clothing and footwear must be clearly named.
- All children need to have appropriate clothing suitable to the weather, e.g. sun hat in the summer months and wellies, warm coat, gloves, scarf and hat in the winter months.
- Toys from home are not permitted at Breakfast Club. We regret that we cannot accept responsibility for personal toys.