

**Riverbridge Primary School Breakfast Club**

Please complete and return to the school office before your child uses the club.

Please complete as fully as possible

<b>Pupil Surname:</b>		<b>Pupil Forename:</b>	
<b>Male / Female:</b>		<b>Date of Birth:</b>	
<b>Address:</b>			
<b>Post Code:</b>		<b>Home Telephone:</b>	

Please give details of all persons who have parental responsibility and anyone else you wish to be contacted in an emergency. Where possible we need two points of contact. More than two contacts continue overleaf.

**Please place in order of priority.**

<b>Contact Name and Relationship to child</b>	<b>Home Address and Phone if different from child.</b>	<b>Mobile and/or Work Phone</b>

**Please provide an email address as most of our correspondence is sent in this way:**

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<b>Special Dietary Needs</b>	
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**Doctor  
Address  
Telephone  
Medical, allergies,  
regular medication  
and most recent  
immunisations**


**Parent/Guardian Signature: \_\_\_\_\_ Dated: \_\_\_\_\_**

Preferred Start date.....

**Preferred pattern of days**

Monday	Tuesday	Wednesday	Thursday	Friday

**Transfer to another school**

The Breakfast club based at Knowle Green provides spaces for children at both bases . The children will walk to Park Avenue accompanied by the required number of Breakfast club adults. Please sign below to give permission.

My child/ren ..... attend Park Avenue base and will need accompanying to school.

I give permission for this ..... Parent signature. Dated .....

**Photographs**

There may be occasions when the children are photographed whilst attending the club. If you are happy to give permission please sign below.

Parent’s signature ..... Date .....

**Contract of Agreement**

In general the policies of Riverbridge Primary school govern the running of the Breakfast Club. In addition the points below should be read and understood.

- You can call the main Riverbridge number 01784 227960 from 8:30am until 4:30pm. Please do not call outside of these times or leave a message on the answer machine.
- Cancellations must be made by 12pm on a Friday for the following week or session charges will apply. Cancellations can be made by calling the school office or emailing office.riverbridge@lumenlearningtrust.co.uk.
- I understand that if my child contravenes the expectations of Breakfast club it could result in exclusion from the club.
- All payment must be made in advance either online or by childcare vouchers.
- Children must be signed in and left in the care of the staff, they are not allowed to enter Breakfast club alone.
- Children who wish to have breakfast must arrive by 8.15am
- The school car park is purely for staff use.

Signed .....

Date .....

The data being collected, controlled and processed is in line with General Data Protection Regulations (GDPR)

The school has a duty to protect this data and to keep it up to date. The school is required to share some of the data with the Education Authority and with the Department of Education