



St Mary's C of E (VA) Primary School

To be a caring, inclusive, Christian environment, nurturing a life-long love of learning where we can work together to learn, to grow, to serve. We are proud to support the whole community and by collaborating will enable all children and adults within it to live fully whilst 'shining brighter and brighter' Proverbs 4:18.

St Mary's is an inclusive school where we believe that all people are of equal value, irrespective of their ethnicity, culture, religion, gender, ability or sexual identity. We recognise and respect their differences.

Breakfast Club Policy

This policy is GDPR compliant.

Date of issue: March 2019

Last reviewed/adopted: March 2019 (Resources Committee)

Next review date: Autumn 2020

Signed: _____

Date: _____

Aims:

- To provide a happy, welcoming place at the start of the school day where all children are valued.
- To support working parents/guardian by providing an affordable childcare facility.
- Be consistent and reliable to enable parents/guardians to have confidence and peace of mind whilst their child is at Breakfast Club.
- To ensure the Breakfast Club is sustainable by generating enough from fees to cover ongoing costs.

Opening Times:

Monday to Friday 7.45am – 8.45am. Term time only.

If your child is eating breakfast, please arrive before 8.10 am.

INSET Days:

Breakfast Club will not operate on staff development days.

Admissions:

The Breakfast Club is fully inclusive for children from Nursery to Year 6. Any parent/guardian with a child that has any additional or special needs should record these on the application form. This is so that any child can be appropriately welcomed into the club.

Booking and Payment Arrangements:

Breakfast Club fees to be paid weekly, monthly, half termly or termly on the first day of attendance.

After one week of non-payment, a letter will be sent asking for outstanding amount. If, at the end of the second week there is still no payment and no explanation, then the child / children will not be able to attend.

Fees will still be charged for absences unless the Breakfast Club is closed.

If the Breakfast Club is used in an emergency or one-off basis, payment must be received on the day.

Special arrangements may be made with the Breakfast Club lead where there is deemed to be any special need / circumstance (for example, parents on income support).

The Breakfast Club reserves the right to prevent any child's attendance to the club if at any time if they are not acting in a disciplined and responsible manner. Fees in this case will not be refunded. We also reserve the right to cancel Breakfast Club, where numbers are insufficient, fees in this case would be refunded.

The contract may be terminated by the parent / carer (with no cost incurred) if half a term's notice is given. If no notice is given, the cost of half a term's fees will be charged to the parent/guardian.

Children of St Mary's School staff and governors are able to attend Breakfast Club on a discretionary concession basis subject to place availability. This concession will be reviewed annually.

The Breakfast Club lead will monitor and review payments each week and will be responsible for contacting parents when there are any problems. The Breakfast Club lead will then discuss this with the Headteacher and a decision will be made.

Breakfast Club reserves the right to withdraw a child's allocated space should there be an absence of four weeks during any half term, unless by prior arrangement with one of the Breakfast Club leads. The space will then be offered to the first child on the Breakfast Club waiting list. Any fees already paid will be reimbursed from the point of cancellation.

Breakfast Club spaces will be allocated on a first come first served basis, upon receipt of the application forms by the School Office, within the date requested thereon.

Location of Breakfast Club:

The Breakfast Club is held in the school hall. The school's lunch kitchen is used to wash tableware. The equipment and foods are kept in the school's cooking room. Staff ensure that all areas are left clean and tidy at the end of the club session.

Behaviour:

The school policy and rules with regard to behaviour are followed to ensure consistency for the children at the club. If a child continually behaves badly the school reserves the right to withdraw the place.

Communication with Parents:

Occasionally, Breakfast Club will feature in the school's termly newsletter.

Letters, emails or texts will be sent home at the end of the school day regarding Breakfast Club, if parents need to be informed of anything.

Staffing:

Breakfast Club is supervised by:

Mrs Evans, Mrs O'Dell – Breakfast Club leads.

Mrs Coleman, Mrs Greenall, Mrs Patel – Breakfast club assistants.

They work together to ensure that the children have activities to occupy themselves and that they are playing safely. They organise the cleaning of all of the equipment required to run the Breakfast Club and prepare the food.

In addition to Breakfast Club staff, other school staff members are on site from 7:45am onwards.

Staff levels may fluctuate to meet current needs. If a member of staff is absent, they must ring the Breakfast Club leads or the Headteacher who will arrange any necessary cover. All staff have a DBS check. The Breakfast Club leads are trained in Basic Food Hygiene and hold a certificate. Staff are identified by a lanyard with their photo and name.

Our staff:child ratio is 1:8.

Routine:

- Children should enter Breakfast Club via the school hall entrance or via the top playground door in winter or poor weather, at the discretion of the Breakfast Club staff.
- Children are registered.
- Staff will prepare their breakfast food.
- Once they have eaten, they will clear their own cup and plate away from the eating tables and take them to be washed up by a member of staff.
- During their time at the club they will have the choice of activities in which they may wish to participate.
- Children will only use the main school toilets.
- Children will help tidy up equipment at the end of the club.
- The staff will then supervise the children to the playground or foundation stage at 8.45am.

Resources:

Breakfast Club has its own supply of craft resources, games and tableware. This is kept in the school hall where the club takes place. All electrical equipment is PAT tested annually.

Parental and Pupil Feedback:

The school values any parental/guardian or pupil opinions and welcomes feedback about how the club is run. Please talk to staff or make an appointment to speak to the Headteacher.

Complaints Procedure:

All complaints in writing by a parent regarding the Breakfast Club will follow the school Complaints Procedure.

Cancellations:

Cancellations would be due to school closure due to adverse weather conditions, problems with the building. For example: no heating or water supplies, or unforeseen circumstances.

In the event of a cancellation:

- A member of school staff will endeavour to contact individuals by text or phone by 7.30am.
- School closures are reported locally on Three Counties Radio.

Breakfast Menu:

Our selection of food aims to be a healthy balance. Children have the choice whether to have food or not, although they are encouraged to do so. **The application form will detail any specific requirements a child has.**

The school abides by the guidelines set by the School Food Trust. Further information regarding the Schools Food Trust can be found at www.schoolfoodtrust.org.uk.

Activities:

Each child is encouraged to make their own choices regarding the activities they choose to participate in. Breakfast Club offer structured activities as well as free choice. Weekly programmes of activities may include:

- Art using various mediums
- Crafts using a wide variety of textures and materials
- Construction and Lego toys
- Board games.

Emergencies:

As part of the application form, parents/guardians will be asked to complete emergency contact numbers to enable Breakfast Club staff to contact them in the case of emergency.

Fire Procedures:

In the event of a fire, children and staff will follow the normal school procedures, leaving the building calmly via the closest exit. They will congregate on the school's playground in a line.

The club's register for the day will be called and all names will be checked.

There will be a fire practice in accordance with the school's emergency fire and evacuation policy.

Safety & School Policies:

Health and Safety:

Breakfast Club is run by the school and the existing Health and Safety Policies will be followed. The school hall area will be checked regularly by staff to ensure the safety of the children.

Risk assessment:

A separate risk assessment has been completed for Breakfast Club sessions and activities.

Equal Opportunities:

Breakfast Club will take positive steps to ensure that provision is made for a safe, caring and welcoming environment, which promotes and reflects cultural and social diversity and is equally accessible to all. All children and their families will be treated with equal concern and value.

Safeguarding:

In accordance with Safeguarding arrangements, all staff involved in the running of the Breakfast Club will have current DBS clearance. These records are held in the school office. Breakfast Club staff will follow existing school policies and procedures for child protection and the code of conduct.

Policies and Procedures:

Breakfast Club will follow the school's own policies and procedures and these are available from the school office.

Accidents:

Accidents will be treated by a trained first aider and the accident will be recorded in the accident book. Breakfast Club will follow the school's first aid policy.

Medication:

Inhalers are kept in the classrooms. If a child needs their inhaler then a member of staff will escort them to their classroom to observe that the medication has been taken correctly. Other medication will be administered according to the existing school policy on medication.

Policy Review:

It is the responsibility of the governing board to agree, review and monitor the policy as and when necessary.