

A policy for a Breakfast Club

By: Mrs T Whitton & Mrs K Gallagher

Reviewed: September 2023 Next review date: September 2024

XII Apostles RCPS

BREAKFAST CLUB POLICY



Mrs K Gallagher – Breakfast Club Manager



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Aims

- To provide a welcoming, safe, secure environment for pupils before the school day.
- To enable pupils to eat a nutritious breakfast before the start of the school day in a pleasant, relaxed environment in line with our healthy schools eating status.

Opening Times

The Breakfast Club will open term time only on:

Monday to Friday from 7:45 am to 8:50 am. The club cannot start any earlier due to insurance purposes.

Breakfast will be served from 7:45 am – 8:25 am.

Activities will be set up for children to take part in after they have eaten.

At 8:50 am the children will be escorted to their classrooms for the start of the school day.

Staff

Mrs Gallagher and the team of Breakfast Club staff will run the club and will be onsite to set up at 7:30 am ready to open at 7:45 am. In addition to this, the school caretaker is on site from 6:30 am. Senior members of staff are on site from 7:30 am.

Staff who run the breakfast club and have children that need to attend will not be charged.

Organisation

Breakfast club can only be offered to a maximum of 40 pupils of Twelve Apostles Primary School, during term time only; the staff to child ratio is 1 to 15. The breakfast club will be open from 7:45 am to 8:50 am and will be held in the hall; parents must bring their child(ren) to the main school entrance and wait to be greeted by Mrs Gallagher or the Breakfast Club staff on duty and sign their child in. Children who need breakfast should arrive no later than **8:25 am**, as the food will be cleared away after that.

Children will be encouraged to be independent within the breakfast club and to make decisions for themselves through the choice of food and drink. There is a variety of options available to the children such as cereal, toast, yoghurt, fruit, juice, water and milk.

They will participate in a variety of activities such as board games, colouring, stories, circle time activities, each activity will support the development of social and interactive skills.

Prior to attending breakfast club parents will be asked to sign a 'Breakfast Club Home School Agreement' that makes clear expectations of our breakfast club set up, expected behaviour and arrangements for payments.

Use of registers

Mrs Gallagher will keep a list of all members of the breakfast club and a register of attendance will be taken daily. Any medical conditions or allergies will be recorded on the register.

In case of an emergency where children have to be evacuated from the building, the register must be taken and the children checked against the register to ensure they are present.

Waiting List

Office staff/Mrs Gallagher keeps a waiting list of interested parties when the club is full. The waiting list will be organised on first come first served principle, however, priority will be given to siblings of club members.

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Bookings and Pricing Policy

The cost is £4.00 per child, per session and includes breakfast and activities from 7:45 am until 8:50 am. The cost for an additional child/sibling(s) is £3.00 per child per session. These sessions must be booked a week in advance with Mrs Gallagher. Should you wish to cancel your child's place, please notify the school in writing, one week prior to cancellation.

Payment is to be made in advance at the time of booking. We reserve the right to refuse a child based on non-payment of fees.

Failure by Breakfast Club to make a written or verbal request for payment of fees does not constitute an excuse or reason for late or non-payment. A late payment fee of £1.00 a day will be added to your account should you become in arrears (£20 per child).

If there are issues with paying fees, parents must speak to Mrs Whitton or Mrs Gallagher as soon as possible so a solution can be found.

If it becomes necessary to change fees, Parents/Carers will always be given at least one-month's notice of this.

Contingency arrangements for staff absences and emergencies

Arrangements for cover due to staff absence is organised by the school.

First Aid

Breakfast Club staff are Paediatric First Aid trained and there is a designated first aider on school site at all times.

If First Aid is administered, the treatment given is recorded in the school First Aid record book. A note and/or telephone call will be made to inform parents of what treatment the child has received.

Risk Assessment

A risk assessment has been carried out for the breakfast club. This policy will be reviewed by the governing body as and when it is deemed necessary with changing circumstances and the extended numbers to the school.

Policies and Procedures

School Policies relevant to the Breakfast Club include:

- Equal Opportunities
- Health and Safety
- Whole School Food Policy
- Behaviour Policy
- Safeguarding Policy.

We expect staff, parents and children involved in breakfast club to adhere to a set of guidelines which parents will be asked to sign on registering with the club. A copy of this can be found in Appendix 1.

On registering your child at breakfast club, you will need to complete the forms in Appendix 2 that include details of emergency contact numbers, allergies and medical conditions and other key information. You will not be able to leave your child at breakfast club without completing these forms first. Forms will be kept by Mrs Gallagher in a safe location.

Regular reviews of charges, provision and menus will be made by Mrs Gallagher along with the head teacher.

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Behaviour

We expect children to follow the same rules and expectations in terms of their behaviour as we do in school. We follow the schools behaviour policy, a copy of which is available on the website or from the school office.

Where there are persistent problems with behaviour that cannot be resolved by following the school policy we reserve the right to exclude a child from breakfast club either on a temporary fixed term or permanent basis.

Appendix 1

Home School Agreement for Twelve Apostles Breakfast Club

Guidelines for Children

We need to have rules at Breakfast Club to keep everyone safe, healthy and happy.

When coming into our breakfast club you will be expected to follow these rules:

- Follow adult instructions at once
- Be polite to everyone
- Respect other people and their property
- Keep our hands and feet to ourselves
- Behave in a calm manner
- To develop responsibility by helping to clear away the things you have been using at the end of breakfast club
- Do not leave the Breakfast Club room once you have been signed in unless an adult gives you permission.

If you are not happy, or if you have a problem, please tell an adult who will be happy to help you.

If you have difficulty following these rules then you may be asked to leave the club.

Guidelines for Parents/Carers

Parent/Carers are required to:

- **Pay club fees promptly, in advance via Parent Pay.** Children will not be allowed to stay if you do not pay within **1 week** of debt. The placement will then be offered to another child.
- Wait at the main entrance with their child until an adult lets them in, parents must then sign the register, which is located at the main office.
- One weeks' notice must be given for change of days or to use the club so that staffing provision can be made.
- Report any medical conditions or allergies to Mrs Gallagher.
- Understand that their child **cannot** enter breakfast club before 7:45 am.
- Understand that in the unlikely event of us having difficulty with your child's behaviour we will contact you. If your child does not follow the rules of the club, then after consultation with you and due warning, the child's place will be forfeited.
- Due to the change in the current policy, you are **NOT permitted** to use the car park when dropping off your child/children for breakfast club. This is for health and safety reasons as staff and deliveries are beginning to arrive and the car park becomes extremely congested.
- Breakfast is put away at 8:25 am promptly; we cannot provide food after this time as it causes a delay in getting everything tidied away and getting all children to class on time.
- If you do not bring your child/children on their allocated days, then payment is still required.

We agree to the above guidelines and will support school in the running of a happy, safe and healthy breakfast club.

Signed: (parent) _____

Date: _____

Signed: (child) _____

Date: _____

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Appendix 2

Registration for Breakfast Club

Twelve Apostles Breakfast Club is charged at £4.00 per child, per session or at a discount rate of £3.00 for any additional child/sibling.

I would like my child to attend Breakfast Club on the following days:				
Monday	Tuesday	Wednesday	Thursday	Friday

Start Date: _____

Total weekly cost: _____

Name of child attending breakfast club: _____

Class: _____ Date of birth: _____

Name of parent/carer: _____

Address: _____

Telephone number: _____

Work number: _____

Mobile number: _____

Details of any medical conditions:

Details of allergies, especially food allergies:

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Emergency contact details.

In the event of an emergency between 7:45 am and 8.50 am, we should contact:

First contact Name: _____

Emergency contact number: _____

Second contact Name: _____

Contact number: _____

Please ensure these emergency contacts are kept up to date at all times.