

# Laughton All Saints' C of E Primary School



## Breakfast Club Policy

### Aims:

- To provide a happy, welcoming place at the start of the school day where all children are valued.
- To support working parents by providing an affordable childcare facility
- Be consistent and reliable to enable parents to have confidence and peace of mind whilst their child is at Breakfast Club.

### Opening Times:

Monday to Friday 8.00am – 8.45am. Term time only. Breakfast stops being served at 8.30am. There are currently 30 places available for Breakfast Club. The school cannot open before 8.00am as we are not insured to have pupils on the premises before this time.

### INSET Days:

Breakfast Club will not operate on staff development days. There are 5 of these in an academic year.

### Cost

The governing board has set the cost of Breakfast Club at £2.20 with breakfast (please arrive between 8.00am and 8.15am). The cost without breakfast is £1.50. Parents who arrive before 8.45am and do not pay the fee must stay and be responsible for their child until 8.45am.

### Admissions:

The club is fully inclusive for children from FS2 to Year 6. We cannot cater for pupils in FS1 at the present time.

Breakfast should be booked in advance. (At least one day before.)

### **Booking and Payment Arrangements:**

Money 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.

If the club is used in an emergency or one off basis payment must be received on the day. 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. We also reserve the right to cancel Breakfast Club, where numbers are insufficient. Fees in this case would be refunded.

### **Location of Breakfast Club:**

The club sessions are held in the dining hall. The School's staffroom is used to wash tableware. Children and staff ensure that all areas are left clean and tidy at the end of the club session.

Behaviour: The Policy for Positive Behaviour and Golden 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 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: Miss Greaves – Breakfast Club lead. She works to ensure that the children develop independence (eg through helping to prepare their breakfast, tidying up after each other), have activities to occupy themselves with and that they are playing safely. She organises 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 8.00am onwards. Staff are identified by a lanyard with their photo and name.

## **Routine:**

- Children should enter Breakfast Club via the hall entrance in the front playground. Ring the doorbell as this door needs to be kept locked for children's safety.
- □□□□□□□□□□ children should register with Miss Greaves and let her know if they require breakfast
- Children will help Miss Greaves prepare their breakfast food.
- Once they have eaten, children will clear their own cup and plate away from the eating tables and take them to be washed up in the staffroom 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 infant school toilets.
- Children will help tidy up equipment at the end of the club and leave the hall ready for lessons.
- Miss Greaves will then supervise the children to their classes at 8.45am and hand Class 1 and 2 children to their teacher. Class 3 and 4 children will walk up to their classes independently.

## **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 or pupil opinions and welcome feedback about Breakfast Club. Please talk to Miss Greaves or Mrs Hague, administrator, 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 local radio stations and the

RMBC website and the school's Twitter account.

### **Breakfast Menu:**

Our selection of food aims to be a healthy balance. Children will be active in the preparation of their breakfast and will learn hygiene skills. Children who have paid for breakfast will be encouraged to have plenty food and drinks, although they may not choose to. Please let Miss Greaves and the headteacher know of any special dietary requirements.

### **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

Children are not allowed to race around the hall as this would pose a health and safety risk for people walking through the hall at this busy time of day. They are not allowed in other parts of the school other than the staffroom door and the toilets, so that Miss Greaves knows children are safe.

### **Emergencies:**

Staff will use the data sheets parents fill in for 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 practise 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 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 schools 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 front office. If a child needs their inhaler then a member of staff will escort them to the office to observe that the medication has been taken correctly. Other medication will be administered according to the existing school policy on medication.

### **Policy Review:**

This policy will be reviewed and evaluated by the Breakfast Club co-ordinator and school's senior leadership team and will be reviewed every three years.

*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](http://www.schoolfoodtrust.org.uk).*

