

St. Peter's C of E Primary School
Breakfast Club Policy

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Policy ratified: October 2016

Policy to be reviewed: October 2018

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 club will not operate on staff development days

Admissions

The club is fully inclusive for children from Foundation Stage One to Year 6.

Any parent/guardian with a child that has any additional or special needs should record these on the membership form. This is so that any child can be appropriately welcomed into the club.

Booking and Payment Arrangements

Money to be paid half termly or termly to the office on the first day of attendance. Fees will still be charged for absences unless the club is closed.

If the club is used in an emergency or on a one off basis, payment must be received on the day and will incur a charge of an extra 50p per session. Extra children will only be admitted if the Breakfast Club has the capacity to do so.

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.

"Whoever welcomes one such child in my name welcomes me." Matthew 18:5

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Staffing

The Breakfast Club is run by one of our midday supervisors – Miss Sewell, Mrs Taaffe or Mrs Dalla-Riva, on a rota basis.

Each member of staff is first aid trained; has a Level 2 Food and Hygiene qualification and has been DBS checked.

The Breakfast Club leader ensures that the children have activities to occupy themselves with 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.

If a member of staff is absent, they must ring Mrs Taylor, the Office Manager, or Yvonne Reeson, the Head teacher, if they are unable to contact either of the other two midday supervisors.

Staff are identified by a lanyard with their photo and name.

Our staff to child ratio is 1:12. Staff levels may fluctuate to meet needs.

Location of Breakfast Club

The Club sessions are held in the school hall. The School's staffroom kitchen area is used to wash tableware.

The equipment and foods are kept in the school hall or the staffroom fridge in the case of items such as bread, milk, butter and jam.

Staff ensure that all areas are left clean and tidy at the end of the club session.

Behaviour

The school Behaviour Policy and School Rules 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.

They work together to ensure that the children have activities to occupy themselves with 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.

Routine

- Children should enter Breakfast Club via the front entrance from the front playground.
- Children should register
- They will prepare their breakfast food.

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- Once they have eaten, they will clear their own cup and plate away from the eating tables and put them in the washing up bowl ready to be washed up by a member of staff.
- During their time at the club, the children will have a choice of activities in which they may wish to participate.
- Children will use the class toilets.
- Children will help tidy up equipment at the end of the club.
- The children will go outside into the playground with Mrs Reeson or Miss Houghton at 8:45 am or into their classroom if it is raining.

Resources

Breakfast Club has its own supply of craft resources, games and tableware. This is kept in the school library.

All electrical equipment is PAT tested annually.

Parental and Pupil Feedback

The school values any parental or pupil opinions and welcome 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 or 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 Trax and Hallam FM

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 have the choice whether to have food or not, although they are encouraged to do so.

The registration 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.

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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.

Emergencies

As part of the membership form, parents 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

Breakfast club will follow the school's own policies and procedures and these are available from the Head teacher.

Health and Safety

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

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 the school Safeguarding Policy, 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 safeguarding and the Employee Code of Conduct.

Risk assessment

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

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.

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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.