

# Broad Oak Primary School



## Breakfast Club Policy December 2018

### **Breakfast Club Aims:**

- To provide a happy, welcoming place at the start of the school day where all children are valued.
- To help children be healthy.
- To encourage all areas of the children's development through their play.
- To ensure the safety and welfare of each child.
- To offer a varied and stimulating range of play opportunities.
- 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.

### **Introduction**

The Breakfast Club is run by Broad Oak Primary School and exists to provide high quality out-of-school hours childcare for our parents/carers. The children have the opportunity to have a choice of food and drink for a healthy start to the day, and to join in activities on offer. They are also encouraged to be independent at these times and to make decisions for themselves, through their choice of food and drink, and to participate in activities with each other, developing social and interactive skills. The club operates from 7.45am – 8.45am daily, term time only, (excluding INSET and some off site visit days), and current costs for each session are available from the office. A copy of this policy is provided to all parents of children attending the club and is also available at request from the office. All parents must complete a registration form for each child attending the club and sign the parental agreement to adhere to the terms of this policy.

### **Admissions**

- Only children attending Broad Oak Primary School from EYFS to Year 6 are eligible to attend the club.
- All places are subject to availability.
- This policy is available for parents to view via our school office
- All club staff are made aware of the relevant details of all children who are signed up.
- Children's attendance is recorded in a register.

### **Booking Places**

- Currently, ad hoc places may be booked on the day subject to completion of a registration form.
- Advance warning of attendance is appreciated by notification to the school office
- Fees for attendance of the club are invoiced each Friday via Parentmail. Parents pay online via Parentmail by the end of the following week.
- If payments are not met within the agreed timescale you may be liable for late payment charges

### **Charging Policy**

- Current costs are published in our clubs newsletter displayed on our website.
- Parents should keep their online receipts as proof of payment.
- Parents/Carers will always be given at least two weeks' notice of any change in fees.

### **Staffing**

- The Breakfast Club Leader will be suitably qualified to take all ages attending the club.
- The club will be staffed at the ratio of 1 adult for every 15 children. At all times the Breakfast Club Leader will be present; in addition, members of the Senior Leadership Team are in the building from 7.45am onwards. There will always be two staff on duty.

### **Arrival and Departure at Breakfast Club**

- Parents/Carers are required to bring their child to the main wooden gate entrance of the school and ring the bell for entry.
- Breakfast club starts at 7.45am please arrive by no later than 8.15am to allow time to eat and enable staff to serve, then clear away and clean up before the start of the school day.
- All children will be escorted directly to their classes at 8.45am.

### **Daily Routine**

- From 7.45am onwards, Parents/Carers bring their children to Breakfast Club, using the main wooden gate entrance. The club is situated in the Rowan Class room where a range of activities are set out.
- 8.40 am is tidy up time, encouraging the children to take responsibility for their environment.
- At 8.45 am, children collect their coats and bags. Children are escorted directly to their classrooms and cloakroom to drop these items off and then starting the day.

### **Food**

Breakfast Club children will be offered a breakfast, in line with the School Food Regulations, January 2015.

- Staff will encourage all children to eat a breakfast that will enable them to be successful in their learning throughout the morning. Parents will be advised if their

children do not eat appropriately. Breakfast will be served to children until 8.30am and any child wishing to have breakfast must have arrived by 8.15 am.

- Any special dietary needs should be advised to the school office.

### **Behaviour**

Whilst attending Breakfast Club, children are expected to:

- use socially acceptable behaviour;
- respect one another, accepting differences of race, gender, ability, age and religion;
- choose and participate in a variety of activities;
- ask for help if needed;
- enjoy their time at the club and
- Use the school's golden rules.

Positive behaviour is encouraged by staff acting as positive role models, praising appropriate behaviour and informing parents about individual achievements.

- Dealing with inappropriate behaviour: The Breakfast Club will follow the school's Behaviour Policy. Any child that persistently disrupts the smooth running of the Breakfast Club may forfeit his/her place.

### **Safeguarding and Health and Safety**

- In accordance with our safeguarding policy and procedure, all staff involved in the running of the Breakfast Club, either paid or voluntary capacity will hold a current DBS clearance. These records are held in the school/head's office.
- Breakfast Club staff will follow existing school policies and procedures for safeguarding, child protection and code of conduct.
- A separate risk assessment has been completed for the Breakfast Club sessions and activities.

### **Catering**

- The Breakfast Club leaders hold a Food Hygiene Certificate.
- All regulations laid down by the Education (Nutritional Standards and Requirements for school Food) England (Amendment) Regulations 2011 are adhered to.

### **Fire Procedure**

- In the event of a fire, children and staff will follow the normal school procedure, leaving the building in a calm and orderly way via the closest exit.
- We will congregate in the school playground.
- The Breakfast Club register will be called outside and all names will be checked.
- There will be a fire practise three times per year.

### **Communication with Parents**

- Staff will communicate with parents and carers bringing children to the club, which will then be passed onto classroom teachers.

### **Medication**

- Inhalers are kept in the school classrooms. If a child has an inhaler, a member of the Breakfast Club staff will escort the child to their classroom and observe the medication is taken correctly and recorded.
- All other medication administered will follow the existing school policy.
- Allergy information should be updated regularly and staff will have access to this information.
- Medical/allergy information is kept on a sign in the breakfast cupboard and in the staff kitchen. Allergy and other medical information will be provided by parents.

### **Cancellation**

The only cause for cancellation will be a school closure due to adverse weather conditions or problems with the building e.g. no heating or water supplies.

In the event of a closure:

- A member of the Club staff will endeavour to contact the office or Head of School; this will prompt a text to parents before 7.30am or the evening before.
- During adverse weather conditions, school closure will be reported directly to each parent by a message on the LA website or via the radio.

### **Policies**

The Breakfast Club will follow all relevant policies of the school.

### **Monitoring and Evaluation**

This policy will be reviewed annually by the staff and governors.

December 2018

This policy will be reviewed June 2019