



## **Breakfast Club Policy**

<b>Headteacher:</b>	Debbie Calvert	<b>Date reviewed:</b>	Sep 2022
<b>Responsible Governor:</b>	Chair of Governors	<b>Approved by</b>	Headteacher
<b>Date for review:</b>	September 2023		

### **Breakfast Club Aims**

- To provide an affordable, early drop-off childcare facility for parents/carers.
- To provide a welcoming, safe and secure environment for pupils before the beginning of the school day.
- To provide children with breakfast at the start of the day in a pleasant, calm and relaxed environment.

### **Organisation**

- Breakfast Club is open from 8am until the start of the school day.
- The club is available for pupils from Reception to Year 6
- Children should be delivered to Breakfast Club staff via the main entrance and must be signed in by parents.
- Children will need to arrive by 8.30 am to receive a breakfast. Children should not arrive before 8am.
- A registration form must be completed by parents/carers before attending Breakfast Club.
- Breakfast Club will be run by one member of staff each morning. Other members of staff are available to support as needed.

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

- In accordance with Safeguarding arrangements, all staff involved in the running of the Breakfast Club have current DBS clearance.
- Breakfast Club staff follow existing school policies and procedures for safeguarding, child protection and the code of conduct.
- A separate risk assessment has been completed for Breakfast Club.
- The schools Fire and Health & Safety Policy is adhered to by Breakfast Club.
- Where ICT equipment is used, they also follow the schools ICT policy and procedures.



## **Breakfast Club Policy**

### **Catering**

- Water is available to children at all times.
- A variety of breakfast choices are available to children, including toast and cereals.
- All allergies/intolerances should be notified to staff on the Breakfast Club registration form.

### **Emergencies**

- In the event of a serious accident or illness staff will contact the parent/carer or the nominated contact provided on the Breakfast Club registration form. The form must include a telephone number where the parent / carer can be reached between 8am and 9am in case we need to contact you urgently. If this is a mobile it must be turned on. Although the office already holds emergency contact details, the club needs separate records.
- All staff who supervise Breakfast Club are First Aid trained and the procedures set out in the Schools First Aid Policy will be followed.

### **Sickness / Medication**

- All medication administered will follow the existing school policy.
- All medical information provided by parents should be detailed on the Breakfast Club registration form.

### **Behaviour**

- The school recognises the importance of positive and effective behaviour management strategies in promoting children's welfare and enjoyment. Whilst attending Breakfast Club, children will be expected to abide by the school's Behaviour Policy. This is an extra activity outside of school time and not part of the compulsory school day. The Breakfast Club does not have to take any child who does not abide by the



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Behaviour Policy. We reserve the right to withdraw a place in the event of unacceptable behaviour.

### **Fees**

- £5.00 per session per child.
- Fees are payable at the point of booking via the ParentPay online payment system.
- Fees will be reviewed annually by the Governors during the Summer Term and parents/carers will be notified of any changes.

### **Bookings**

- Bookings should be via email to the school office in advance where possible.
- Parents/carers must complete the registration form and hand to the school office before pupils attend Breakfast Club.

### **Cancellation**

- Breakfast Club cancellations should be made via email to the school office as far in advance as possible.
- If your child is sick and absent from school, please contact the school office by 8.30am daily to cancel the Breakfast Club bookings.

### **Refunds**

- If the school cancels the club, you will not be expected to pay for that booking.

### **Debt Recovery**

- Should any debt occur for Breakfast Club bookings, a phone call will be made to discuss potential payment problems.
- One week after this phone call a final letter requesting immediate payment will be sent.
- If debt still remains outstanding it will be referred to the Head Teacher and/or Governors for consideration and no further bookings for Breakfast Club will be taken until resolved.