

Believe and Achieve

Hindley J and I School

Breakfast Club Policy



Written: November 2013
To be reviewed: November 2016

Signed (Chair of Governors)
Date

Signed (Headteacher)
Date

Hindley J & I Breakfast Club Policy

AIMS

To provide an affordable, safe and secure early drop-off childcare facility for parents providing children with a nutritious breakfast in an environment where children can engage socially with children from other year groups. To improve the attendance and punctuality of target children and families.

OBJECTIVES

- To provide a welcoming, safe, secure environment for pupils before the start of the school day;
- To enable pupils to eat breakfast before the start of the school day in a pleasant and safe environment;
- To employ caring supervisory staff;
- To provide a calm play environment for those pupils;
- To provide an affordable service for working parents;
- To encourage children and families with persistent attendance and punctuality issues to attend school more regularly and to be in school on time;
- Breakfast Club functions under the auspices of all school policies including behaviour policy should a child present with difficulties;

1 PROCEDURES

1.1 Capacity

The Breakfast Club is open to 35 children per day.

1.2 STAFFING

There are three breakfast club supervisors in attendance from 7.50am. In addition to this the school caretaker is on site from 6.00am. Senior members of staff are on site from 7.30am.

1.3 Admissions

Children attending Breakfast Club must have:

- a signed contract in the file and payment made before the session is attended.
- Were there is an adhoc need for your child to attend, parents/carers must contact school 24 hours before the session, or make arrangements with the Extended Schools Manager.

In order to adhere to legislation on staffing ratios, places for breakfast club will be allocated on a first come first served basis. Where there is high demand, children will be placed on a waiting list and school will consider employment of more staff to cover the ratios.

1.4 Charges

Breakfast Club charges are £2 per session, per child, which should be paid before attending. Pupils eligible for free school meals or pupils for whom the pupil premium provides support can attend the Breakfast Club for £1.50 per session, per child.

Any increase in charges will be notified to parents in writing and given one month advance notice.

2 ROUTINES AND EXPECTATIONS:

- ▶ Breakfast Club is open daily Monday – Friday in term time.
- ▶ Breakfast club staff will allow children into school at 8.00am, but parents must stay with their child/ren until they have been registered;
- ▶ Between 8.00 and 8.20am children will be provided with a self serve breakfast bar where they can choose a bowl of cereal, a piece of toast, a piece of fruit and or a yoghurt. Cups of fruit juice, milk and squash are also available;
- ▶ Payments need to be made promptly on the first day of attendance for the week and a receipt issued;
- ▶ Money will be refunded for sickness once school receives a written letter of absence;
- ▶ Children are to be registered daily and an attendance register is kept in the school Breakfast Club file;
- ▶ If money is given in, record in the register (cash or cheque) and hand in to the school office at the end of the morning session;
- ▶ Stock to be ordered using the school credit card;
- ▶ Any petty cash required must be requested in advance from the School Business Manager. Appropriate receipts will be required;
- ▶ Activities will be closed at 8.45am and a circle time game will end the session.

3 ACTIVITIES TO INCLUDE:

- ▶ **Reading** – group reading – partnered reading- adult supported.
- ▶ **Creative area**- colouring – puzzles – quiet games.
- ▶ **Construction area**
- ▶ **Gross Motor** - Wii games, sporting activity on Wednesdays and Fridays led by specialists.
- ▶ Finishing class set homework.
- ▶ Listening to music/radio.

3.1 Communication with Parents

Any general enquiries related to Breakfast Club can be discussed verbally with staff in a morning. All class based enquiries should be written in the home school diary for the class teacher to read.

Parents may make appointments with the Extended School Coordinators and School Business Manager to discuss matters pertaining to Breakfast Club.

3.2 Records of staff

In accordance with the Children Act Regulations, the address and telephone numbers of employees of the Breakfast Club and school are kept in the School Office.

3.3 Fire Procedure

Children should exit the dining room through the fire exit and assemble on the car park. Any children with complex needs will exit following their specified PEEP's. All registers should be taken and Mrs Nash or Mr Sherriff informed.

3.4 First Aid

All members of staff running the Breakfast Club are First Aid trained. If First Aid is administered, the treatment given is recorded on a medical treatment form as per school procedure. Copies of accident forms are sent home with the child that day to keep parents informed. Copies are kept in school.

3.5 Medication

If children attending Breakfast Club have medical problems, parents need to notify school the Breakfast Club staff. A register of medical needs will be kept centrally and in the Breakfast Club file. Inhalers are kept in the classrooms.

Breakfast Club workers will accompany the children to the classroom. It is the duty of parents to inform school fully of any medical conditions that may affect a child in school. This information should be handed in to the school office immediately and a copy kept in the Breakfast Club file.