



BREAKFAST CLUB POLICY

Committee Responsible:	Finance and Resources
Person Responsible:	Headteacher
Date Approved by FGB:	March 2019
Date for Review:	March 2020

Signed.....

Date.....



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1. Aims of Coldwaltham, St. James' C.E Primary School Breakfast Club

- To provide a happy, welcoming place at the start of the school day where all children are valued.
- To help children be healthy.
- To ensure the safety and welfare of each child.
- To support working parents by providing an affordable childcare facility.
- To offer free places for children who are eligible for free school meals or (at the discretion of the Headteacher/Governors) are having financial hardship or other social issues.
- To be consistent and reliable to enable parents to have confidence and peace of mind whilst their child is at Breakfast Club.

2. Opening Times

- Monday to Friday 8.00am – 8.30am. Term time only.
- Breakfast stops being served at 8.30am.
- Breakfast Club will not operate on staff development days or school holidays.

3. Admissions

The club is fully funded for children who are eligible for Free School Meals/Pupil Premium.

Children who we feel may benefit from the club who are not entitled to Free School Meals may apply and admission will be considered by the Headteacher and Governors.



4. Payment and Attendance Arrangements

Payment for children who are not eligible for Free School Meals will be charged at £2.50 per child per session, or part thereof, two children from the same family will be £4.00 and three children £5.00.

A member of the Breakfast Club will keep an accurate record of attendance and payments will be passed to the Business Manager.

5. Behaviour

The school Policy and Rules with regard to behaviour are followed to ensure consistency for children at the club.

If a child continually behaves badly the school reserves the right to withdraw the place. Re-admission to the club will be reviewed.

6. Communication with Parents

Staff may have verbal communication with parents/carers where the parent/carers asks a message to be passed onto the teacher.

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.

7. Staffing

Breakfast Club is supervised by:
Mrs Sam Skirrow – Mondays & Wednesdays
Mrs Tracey Casebow - Tuesdays
Mrs Jacqui Rigby – Thursdays & Fridays

This team of staff work together to ensure that the children are fed appropriately and have safe activities to occupy themselves until they attend class at 8.45am.

8. Routine

- Children should enter Breakfast Club via the main reception.
- Children should not be left outside on their own before a member of Breakfast Club staff is on school site.
- Children should register on arrival. The register is kept by the Breakfast Club staff in case of evacuation.
- Children will be asked to wash their hands before sitting down at the table.
- 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 toilets with permission from the member of staff on duty.
- Children will help tidy up equipment at the end of the session.
- Staff will then supervise the children to outside until the school bell rings for the start of the school day.



9. Resources

Breakfast Club has their own supply of craft resources, games and tableware.

10. Complaints procedure

All complaints in writing by parents/carers regarding the Breakfast Club will follow the school's complaints procedure.

11. Cancellations

The only possible cause for cancellations would be school closure due to adverse weather conditions or problems with the building. For example: no heating or water supplies. In the event of a closure a member of school staff will endeavour to contact individuals by text or phone before 7.30am.

12. Breakfast Club Menu

Our selection of food aims to be healthy and balanced. Parents are asked to notify staff of any allergies prior to a session. The typical menu offered is as follows:

- Toast
- Porridge
- Jam
- Marmalade
- Marmite
- Baked beans
- Fresh fruit
- Wholegrain cereals
- Orange juice
- Apple juice
- Plain water
- Semi-skimmed milk

From time to time for special occasions and events, the school may deviate from the above menu.

13. Activities

Each child is encouraged to make their own choices regarding the activities they choose to participate in. Activities may include:

- Art using various mediums
- Crafts using a variety of materials
- Construction and Lego toys
- Board games
- Computer (occasional use)



14. Emergencies

As part of the membership/admission form parents will be asked to complete emergency contact numbers. These forms will be kept in a locked cupboard and Breakfast Club staff will have access to them.

15. 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 at St. Giles' Church. The club's register for the day will be called and all names will be checked. The staff signing in book will also be checked to ensure that all are safe.

16. Accidents

Accidents will be treated by a trained first aider and the accident will be recorded in an accident book. Breakfast Club will follow the school's First Aid Policy.

17. Medication

Inhalers are kept in the First Aid cupboard. If a child needs their inhaler, a member of staff will escort them and observe that the medication has been taken correctly. Other medication will be administered according to the existing school policy.

18. Policy Review

This policy will be reviewed and evaluated every two years.