



BREAKFAST CLUB POLICY

Aim

- 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

Who is it for?

Breakfast Club is fully inclusive for all children from Reception to Year 6. Any parent/carer of a child that has any additional or special needs should discuss these with the school SENDCo prior to sending their child to the club to ensure any particular needs can be met within the level of supervision available.

Opening Times

Monday to Friday 8.00am to 8.30am* – term time only
Breakfast stops being served at 8.25am daily

*(Supervision continues until 8.45am as part of our free Early Club)

Location

Lower Primary Site – entrance via the Main Hall door (at the end of the car park)
Upper Primary Site – entrance via the Dining room door (off of the main playground)

Children may be dropped at either site before 8.30am and a member of staff will escort Lower Primary children to the correct site if necessary. Upper Primary children will be sent to the Upper Primary site at 8.30am.

Charges and Payment

Breakfast Club with supervision is charged at £1.00 per child per day.
Children should register on arriving at the club and pay the fee (unless paid in advance at the school office). Invoices will be sent on a bi-weekly basis for any payment not received.

Children may not arrive on the school site before 8.00am as no supervision is available.
Any child arriving on the school site between 8.00am – 8.30am will automatically be sent to Breakfast Club and charges applied.



Staffing

Upper Primary site – A Breakfast club Lead and a Breakfast Club Assistant (Ms P Stanley & Mrs B Patel)

Lower Primary site – A Breakfast club Lead and a Breakfast Club Assistant (Mrs A Elliot & Miss C Reid)

Menu

Our selection of food aims to be a healthy balance. Children will be active in the preparation of their breakfast (appropriate to their age) and will learn hygiene skills.

Children are encouraged to choose a variety of breakfast items. The choices include a variety of cereals, a choice of fruit juices or milk, toast with butter, jam or baked beans and, on a weekly basis, healthy muffins, fruit and yoghurt. During the colder months porridge is also offered. It is the parent's responsibility to make sure that Breakfast Club staff are aware of any food allergies their children may have.

Supervision & Resources

Children sit to eat breakfast and once they have eaten their food are encouraged to clear their plates away.

Children then engage in table top activities such as board games and drawing/colouring.

If the weather is fine, children are then supervised on the playground from 8.30am. In poor weather children remain in the school hall until 8.45am registration.

Children must use the specified toilets whilst at Breakfast Club to ensure safe supervision.

[The school kitchen staff will clear and wash up all equipment and utensils used. Breakfast Club staff will ensure that areas are left clean and tidy at the end of the session.]

Behaviour

The school Behaviour Policy is followed to ensure consistency for children at the Club. The school reserves the right to stop any child's attendance at Breakfast Club if at any time they are not following the direction of staff members and acting in a responsible manner.

Health & Safety

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

Fire Procedures

In the event of a fire the children and staff follow the normal school evacuation procedures. The register will be called and all names will be checked.