BREAKFAST CLUB POLICY

Approved By Governors: 03.04.25

Policy To Be Reviewed: April 26

Through faith and nurture, we thrive.

'Life in all its fullness.' John 10:10

Be Loving/Be Respectful/Be Responsible/Be Positive/Be You

Aims

- To provide a happy, safe and welcoming place at the start of the school day, where all children are valued.
- To encourage children to be healthy and understand the benefits of a healthy diet.
- To provide opportunities for children's development through different learning experiences.
- To ensure the safety and welfare of each child.
- To offer a varied and stimulating range of activities and social opportunities.
- To support working parents by providing an affordable childcare facility.
- To be consistent and reliable to enable parents to have confidence and peace of mind whilst their child is at Breakfast Club.

Opening Times

Monday to Friday: 07:45—08:45

Inset Days

Breakfast Club will not operate on Staff Development Days.

Admissions

The Club is fully inclusive for children from Reception to Year Six.
Any parent/guardian with a child that has any additional or special needs should record these on the compulsory membership form. This is so that any child can be appropriately welcomed into the club.

There are currently 16 places available. A waiting list will be put into operation should requests exceed places.

Booking and Payment Arrangements

- A completed membership form is required for each child attending the Club.
- Places at the Club are allocated on a strictly 'first come, first served' basis.
- The cost is £2.00 to £4:00 for the morning sessions.
  07:45 - with or without breakfast: £4.00
  08:00 - with breakfast: £3.50
  08:00 - without breakfast: £3.00
  08:15 - with breakfast: £2.50
  08:15 - without breakfast: £2.00
- If a family has more than one child attending the club, a 20% discount will be offered for all subsequent children. This should be paid in advance using the school's online payment provider.
- Parents who have not paid will be contacted requesting payment.
- It will be at the discretion of the Headteacher to confirm children who may attend at no charge due to financial hardship or other social issues.
- If a booked session is not attended, a charge will still be made.
- A child does not need to attend every day.

Location of Breakfast Club

The Club sessions are held in the main hall. The equipment and foods are kept in the school kitchen or the school hall. Staff and children will ensure that all areas are left clean and tidy at the end of the Club session.

Behaviour

The School Policy and Rules with regard to behaviour are followed to ensure consistency for the children at the Club. If a child continually behaves badly the school reserves the right to withdraw the place.

Communication with Parents:

Staff may have verbal communication with parents/guardians where the parent/guardian asks for a message to be passed onto a teacher. All other issues relating to the child must be directed to the class teacher.

Occasionally, Breakfast Club will feature in the School's newsletter.

Letters will be sent home at the end of the school day regarding Breakfast Club, if parents need to be informed of anything.

Staffing:

Staff supervising Breakfast Club are trained First Aiders and hold a Basic Food Hygiene certificate.

Mrs Tracey Bratley will oversee Breakfast Club provision.

Parental and Pupil Feedback:

Rickling Primary School values any pupil or parental opinions and welcomes any feedback about how the Club is run.

Complaints:

All complaints in writing by a parent regarding Breakfast Club will follow the school complaint's procedure.

Routine:

- Children should enter Breakfast Club via the kitchen entrance.
- Children should make their way to the hall with their belongings.
- Children will begin one of the morning activities.
- At 08:00 children will prepare and have breakfast
- When breakfast is complete, if time, children will be able to continue with an activity.
- Children will assist in tidying away equipment and resources.
- At 08:45 children will be escorted into the playground.

Breakfast Menu

Our selection of foods aims to be multicultural and offer a healthy balance. Children will be active in the preparation of their breakfast and will learn hygiene skills. Children will be expected to eat breakfast. The registration form will specify any specific dietary requirements.

Breakfast will consist of the following:

- Toast, cereal and a drink (either juice, water or milk)
- Occasionally, breakfasts will be themed.
- Fruit

Activities

Each child is encouraged to make their own choices regarding the activities they choose to participate in. The Club will offer adult-led activities as well as free choice. Morning activities will range from: board games, construction, reading and creative tasks. Children will be encouraged to interact and socialise with each other.

Accidents/Medication

Accidents will be recorded in the accident book. The Club will follow the school's first aid policy. Any medication will be administered according to the school policy on medication.

Safeguarding

Breakfast Club will follow school policies and procedures for child protection and the code of conduct.

Policies and Procedures

Breakfast Club will follow the school policies and procedures and these can be found on our school website.

Equal Opportunities

Breakfast Club will ensure that provision is made for a safe, caring and welcoming environment, which promotes and reflects social diversity and is equally accessible to all. All children and families will be treated with equal concern and value.

Cancellations

The only possible reason for cancellations would be school closure due to adverse weather conditions or problems with the building. For example: no heating or water supplies. A member of staff will contact individuals by 07:30. Should the school need to close; an email will be sent to all parents and carers and the school website will be updated.

Emergencies

As part of the membership form, parents will be asked to complete emergency contact numbers to enable Breakfast Club staff to contact them in the case of an emergency.

Fire Procedures

In the event of a fire, Breakfast Club will follow normal school procedures.

Requirements

Children will only be able to attend Breakfast Club if a membership form has been completed and returned.

Breakfast Club Membership Form

Child's Surname:	**Child's Forename(s):**
Date of Birth:	Age:
Home Address: Home phone number: Mobile phone number:	Name:
Mobile phone number:	Name:
Parent/Carer's name:	
Employer:	Work number:
Additional Parent/Carer's name:	
Employer:	Work number:
In the case of an emergency, we will contact a parent as listed above, if unavailable, please give two further contact details.	
1st Emergency contact name	Number:
2nd Emergency contact name	Number:
Child's GP:	Number:
Does your child have any medical conditions of which we should be aware i.e. asthma, epilepsy, known allergies or diabetes?	

Breakfast Club Membership Form

Do you observe any cultural or religious procedures that you consider we ought to be aware of? If so, please give details.

Does your child have any specific dietary needs or food intolerance of which we should be aware?

Is there any additional information that you would like to add e.g. your child's likes/ dislikes, activities he/she enjoys, or any specific concerns/requirements you may have?

In the event of my child requiring emergency treatment, and the staff not being able to contact me,

I give consent for the member of staff accompanying my child to approve the application of any emergency treatment, including anaesthetic, advised by the medical authorities for the well-being of my child.

Signed: _____ Parent/Carer

I give permission for Breakfast Club staff to take pictures of my child. I understand that pictures taken will be used for school purposes only.

Signed: _____ Parent/Carer

I understand that the Breakfast Club cannot accept responsibility for my child's possessions or valuables whilst they are attending the club.

Signed: _____ Parent/Carer