

# Breakfast Club Policy



## Aims

- To provide a welcoming, safe and secure environment for pupils before the beginning of the school day;
- To provide an affordable, self-sustaining, early drop off childcare facility for parents/carers during term time;
- To continue to build positive links/relationships with parents;
- To provide children with a nutritious breakfast at the start of the day in a pleasant and relaxed environment;
- To provide a calm play environment in which for children can engage socially with children from other year groups, therefore strengthening relationships in the school community.

## Staffing

There will always be a minimum of two Breakfast Club staff each day. In addition to Breakfast Club staff, the Caretaker will be on site from 6.30am, and members of the Senior Leadership Team will be on site from 7:50am. Parents should not drop off their children earlier than the start of 7.45am and there will be no supervision of children arriving earlier.

## Contingency Arrangements for Staff Absences and Emergencies

If a member of staff is absent, they must ring the Headteacher or School Business Manager who will arrange cover.

## Booking Arrangements

Places are for breakfast club must be pre-booked - this can be done by contacting Mrs White in the school office.

## Charges

The club must be sustainable. The cost per child will cover staff costs, administration and resources. The cost will be for each child, and no discounts will be available for siblings. There will be no reduction for less than a whole session. The cost per session is £2.50

## Payment/Non-payment

Your ParentPay account can either be credited in advance, or payment will be due following each session attended.

In cases of non-payment, the place will be offered to another child if the debit on the account is not settled within 14 days of the last session attended. Access will be denied from that date onwards. A letter will be sent in advance of any such action.

## Cancellation by Breakfast Club

The only possible cause for cancellation would be school closure due to adverse weather conditions or problems with the building, e.g. no heating or water supplies

In the event of school closure:

- A message will be sent via Class Dojo before 7:45am.
- During adverse weather conditions school closure will be reported on Class Dojo and Durham County Council's Website
- A 'credit' or refund will be made in respect of any days cancelled by Breakfast Club.

### **Cancellation by Parents and Refunds**

Due to the need to pay and book places in advance so that levels of staffing can be organised, we will be unable to offer a refund if a child does not attend.

### **Use of Registers**

Children will be registered as they are admitted in by one of the Breakfast Club staff on duty.

The register will be kept in the Breakfast Club room during the session, and stored in the school office outside of club hours.

### **Organisation**

Breakfast Club will be open to pupils from Reception to Year 2 from 7.45am until 8.50am. Children will be admitted and registered. Breakfast will be available from 7.45am to 8.30am. Any children arriving after 8.30am will be asked by a member of staff if they have eaten at home and if they have not eaten, they will be offered breakfast.

Parents and carers will complete a registration form with each child's details, these will be kept securely in the school office.

### **Addressing barriers to achievement**

Breakfast club will be offered to pupils that the school feels would benefit from attending, by providing an environment to enable them to:

- Interact with staff, and ensure that they are settled in the morning,
- Improve attendance by being on time for am registration
- Address problems relating to pupils being hungry on arrival at school.

These spaces will be funded by the school.

### **Resources**

Breakfast club resources are kept in in the school hall. All electrical equipment must be PAT tested, as required, before use.

### **Behaviour**

As Breakfast Club is run by the school, the existing school Behaviour Policy will be followed.

### **Communication with Parents**

Staff will have verbal communication with parents/carers bringing children which may involve passing messages to class teachers. A note of these messages should be recorded. Any messaged from the Breakfast Club Staff will be passed on via the office to the child's class teacher, or via Class Dojo.

Parents may make appointments with the School Business Manager to discuss matters/issues pertaining to the Breakfast Club.

### **Safeguarding**

In accordance with Safeguarding arrangements, all staff involved in the running of the Breakfast Club, will have current DBS clearance, and other required recruitment checks. These records are held in the school office.

Breakfast club staff will follow existing school policies and procedures for child protection and the code of conduct.

Where ICT equipment is used, they must also follow the schools e-safety policy and procedures.

**Fire Procedure**

In the event of a fire, children and staff will follow the normal school procedures, leaving the building in a calm orderly manner via the closest fire exit and congregate at the emergency point in the main school playground. The club register should be taken outside and all names checked.

**Medication**

Inhalers are kept in the medical cupboards in the classrooms. If a child needs an inhaler, a member of the breakfast Club staff will escort the child to their classroom and observe that the medication has been taken correctly.

All other medication administered will follow the existing school policy (the Administration of Medication Policy).

**Risk Assessment**

Breakfast club staff will follow the existing school risk assessment.

**Confidentiality of Documents**

Confidential documents are kept securely in the school office.

**Complaints**

All complaints notified in writing by a parent regarding Breakfast club will be investigated by a member of the School Senior Leadership Team and a record kept of the outcomes.

This policy will be made available to parents and carers on the school website.

This policy was adopted by: Consett Infant School Breakfast Club and Governing Body	Date: September 2021
To be reviewed: September 2022	Signed: