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<b>Breakfast Club Policy</b>	Issued: October 2020
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<b>APPROVAL BY</b>	<b>RESOURCES COMMITTEE</b>

# Breakfast Club Policy

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### 1. Aims

- To provide a welcoming, safe and secure environment for pupils before the beginning of the school day;
- To provide affordable, self-sustaining, early drop off childcare facility for parents 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 relaxed environment;
- To provide a calm play environment in which children can engage socially with children from other year groups, therefore strengthening relationships in the school community.

For the purposes of this policy, reference to ‘parents’ includes all adults who have a caring responsibility for a child or children in the school. This may include parents, step-parents, grandparents and other relatives, foster carers and adoptive parents as well as other adults who have a legal responsibility for a child.

### 1. Procedures

#### Staffing:

There will always be a minimum of two members of the Breakfast Club Team at each session. In addition to Breakfast Club Staff, the Site Supervisor will be on site from 7:30am. Parents should not drop their children off earlier than the designated start time of Breakfast Club i.e. 8:00am as there will be no supervision of children arriving earlier.

### **Contingency Arrangements for Staff Absence and Emergencies:**

If a member of the Breakfast Club Team is absent, they must telephone the Head teacher by **7:30am**.

### **Opening Times:**

The Breakfast Club will open term time only every morning Monday to Friday from 8:00am to 8:45am (Breakfast is served from 8:00am to 8:30am).

A register of children attending is taken when the children arrive.

Breakfast comprising of cereal, toast, bagels and crumpets will be provided as well as activities for the children.

### **Once the children have eaten:**

In the winter and spring terms when the weather is cold or wet, children will play board games, draw, colour and read. There are plenty of resources to choose from. If, however, the weather is cold but dry, the children can play outside from 8:30am until 8:45am when the school gates open to admit the rest of the pupils. The Site Supervisor will accompany the children who wish to play outside on the playground.

In the summer term, all children are encouraged to play outside – supervised by a member of the Breakfast Club Staff or Site Supervisor.

At 8:45am children leave the lower hall and make their way to their classroom where they are met by the Class Teacher.

### **Key Members of Staff:**

- Breakfast Club Supervisor
- Breakfast Club Assistant
- Site Supervisor
- School Business Manager

All staff are DBS checked and have had other required recruitment checks, and at least one member is Certified in First Aid. The ratio of staff to children is in line with Government recommendations.

At least one member of Breakfast Club Staff in attendance each day, will have a current food hygiene qualification.

### **Fees and Payment:**

Breakfast 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. Breakfast Club is offered to all members of Alfred Street Junior School (ASJS) during term time only. The daily cost is £3.00 per child and payment is to be paid either in advance or on the day via our on-line payment system. If payment is not received, the school reserves the right to withdraw the place(s) for the child/children.

## **2. Policies and Procedures**

School Policies relevant to Breakfast Club include:

- Equal Opportunities [1]
- Health and Safety [2]

- Behaviour Policy [3]
- Whole School Food Policy/Healthy Eating Policy
- National School Breakfast Programme [4]and [5]
- Managing and Administering Medication [6]
- Child Protection and Safeguarding Policy [7]

**Behaviour:**

As the school runs the Breakfast Club, the existing School Behaviour Policy [3] will be followed.

**Whole School Food Policy**

Each user of the school kitchen currently has a separate section for food storage. The Breakfast Club has its own fridge, cupboard and preparation area, along with their own crockery and cutlery for use by the children who attend.

Bagels and cereals supplied by Magic Breakfasts under the National School Breakfast Programme comply with the government’s mandatory School Food Standards and are low in sugar, salt and fat. They also advise the school on potential allergens in the food Magic Breakfast provides.

**Parent / Pupil Feedback:**

The school values parental and pupil opinions and will welcome feedback on how the Breakfast Club is run.

**Complaints Procedures:**

In line with School Policy [8], please inform the Head teacher of any concerns in the first instance.

**Guidelines for Children:**

Breakfast Club rules:

All children who attend Breakfast Club will be expected to:

- Follow adult instruction at once;
- Be polite to everyone;
- Respect other people’s property;
- Keep hands and feet to themselves;
- Behave in a calm and quiet manner;
- Remain in the Breakfast Club area once registered unless an adult has given permission to leave;
- Tell an adult if they are not happy or have a problem,
- Understand that if they have difficulty in following these rules, they may be asked to leave the Breakfast Club.

**The following Guidelines for Parents will be communicated to parents:**

- Please pay fees promptly. If you have a problem paying the fees or your circumstances change, please contact the School Business Manager to discuss this.
- Bookings need to be made and paid for on our on-line system from September 2020. Fees must be paid either the week before provision is required or on the day – if payment is not received for your child(ren) then the school reserves the right to withdraw the place(s).
- Parents will be informed of any non-payment on the same day as their child attended the provision and an invoice will be sent via our on-line payment system.

Payment will be expected in full within 48 hours of notification. Non-payment will result in the withdrawal of the place.

- All matters will be dealt with as quickly as possible and with discretion.
- In the unlikely event of us having difficulty with your child's behaviour, we will contact you. If your child does not follow the rules of the club, then, after consultation with you and due warning, your child's place may be forfeited.
- If you wish your child to attend Breakfast Club, please arrive at the Memorial Garden Entrance from 8:00am and ring the bell. A member of staff will open the door to let your child in.
- Please do not send your children earlier than 8:00am to Breakfast Club.

**Resources:**

All electrical equipment used by the Breakfast Club will be PAT Tested, as required, before use.

**Fire Procedures:**

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 and safest exit.

They will congregate on the playground where the register will be taken.

There will be a fire practice once per term.

**Medication:**

All children's medication is kept in their 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 is taken correctly.

Any other medication administered will follow the existing School Policy – Administration of Medicines Policy [6].

**Confidentiality of Documents:**

Confidential documents are kept securely in the School Office.

### **3. References**

[1] Alfred Street Junior School, "Equality Policy," 2018.

[2] Alfred Street Junior School, "Health and Safety Policy," 2020.

[3] Alfred Street Junior School, "Behaviour Policy," 2020.

[4] Magic Breakfast, "Magic Breakfast fuel for learning," [Online]. Available: <https://www.magicbreakfast.com/blog/national-school-breakfast-programme>. [Accessed 8 July 2020].

[5] gov.uk, "Thousands more school children receiving a nutritious breakfast," 2 November 2018. [Online]. Available: <https://www.gov.uk/government/news/thousands-more-school-children-receiving-a-nutritious-breakfast>. [Accessed 8 July 2020].

[6] Alfred Street Junior School, "Managing and Administering Medicines".

[7] Alfred Street Junior School, "Child Protection and Safeguarding Policy," 2020.

[8] Alfred Street Junior School, "Complaint Policy".

#### **4. Safeguarding**

Safeguarding our children is our priority, in the case of a safeguarding issue school procedures will be followed – see Child Protection and Safeguarding Policy [7]. All concerns must be reported to our Designated Safeguarding leads:

ASJS: Mrs K O'Connor, Mr C Butler, Mrs S Smith, Mrs W Watts, Mrs A Love