

Church Aston Infant School



Breakfast Club Policy

March 2018

Contents

| | |
|---|---|
| AIMS..... | 3 |
| ORGANISATION..... | 3 |
| STAFFING..... | 3 |
| SAFEGUARDING AND HEALTH AND SAFETY..... | 3 |
| COOKING AND SERVING FACILITIES..... | 3 |
| MORNING ACTIVITIES | 4 |
| GUIDELINES FOR CHILDREN, WRITTEN SPECIFICALLY FOR THE PUPILS ATTENDING..... | 4 |
| GUIDELINES FOR PARENTS/CARERS..... | 4 |
| APPENDIX A..... | 5 |
| APPENDIX B..... | 6 |

| Date Document Created | Date approved by Governing Body | Date of next Policy Review |
|-----------------------------------|---------------------------------|----------------------------|
| June 2014 | 3 June 2014 | 3 June 2015 |
| Reviewed and amended: May 2015 | 2 June 2015 | June 2016 |
| Reviewed | 9 March 2016 | March 2017 |
| Reviewed: March 2017 | 21 March 2017 | March 2018 |
| Reviewed: March 2018 | 28 March 2018 | March 2019 |

Aims

- To provide an affordable, early drop-off childcare facility for parents/carers.
- To provide a welcoming, safe and secure environment for pupils before the beginning of the school day.
- To provide children with a nutritious breakfast at the start of the day in a pleasant, calm and relaxed environment under the supervision of qualified staff.
- To provide a wide range of structured play activities, enabling children to engage and learn with children from other year groups.
- To enhance the community spirit embraced by Church Aston Infant School and contribute towards the extended school role.

Organisation

- Breakfast club is open from 8.00 am – 8.50 am.
- The club is available for pupils from Foundation to Year 2
- Each child's details, medical conditions, parent contact details and additional emergency contact information are held in the school office.
- Invoices are issued monthly.

Staffing

Staff are on site from 7:50am to set up ready to open at 8:00am. If a member of staff is absent, she will ring the Headteacher in order for a replacement to be arranged.

Key members of staff

- Supervisor
- One Assistant

The ratio of staff to children is in line with Government recommendations.

Safeguarding and Health and Safety

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

- Breakfast Club staff follow existing school policies and procedures for safeguarding, child protection and the code of conduct.
- Breakfast Club staff adhere to the following school policies of Equalities, Health and Safety, Food Policy and Behaviour Policy.
- Where ICT equipment is used, they also follow the schools ICT policy and procedures.
- A separate risk assessment has been completed for Breakfast Club sessions and activities.

Cooking and Serving Facilities

One member of Breakfast Club staff will be in charge of preparing and serving food and ensuring that the kitchen facilities are left tidy. Both the Breakfast Club Supervisor and the Breakfast

Club Assistant hold Food Hygiene Certificates. Children will be offered a choice of food including cereals, toast, yoghurt, fruit juice and milk. Parents/carers are asked to advise the Breakfast Club staff of any allergies or intolerances and update the information regularly. A list of children with food allergies will be maintained and adhered to.

Morning Activities

Each morning a variety of activities are on offer for the children to do. These include drawing and colouring, construction kits, cutting and sticking, board games and use of the school laptops/iPads. The children are encouraged to play together and share equipment. The activities are varied by the Breakfast Club Supervisor and often relate to special celebrations and seasonal changes. The timetable of activities is on the school website and posted in the school kitchen area.

Guidelines for Children, written specifically for the pupils attending

We need to have rules at Breakfast Club to keep everyone safe, healthy and happy. You will be expected to follow these rules:

- Follow adult instructions at once
- Be polite to everyone
- Respect other people's property
- Keep our hands and feet to ourselves
- Behave in a calm and quiet manner
- Do not leave the Breakfast Club room unless an adult gives you permission.

Guidelines for Parents/Carers

As part of Breakfast Club we ask that parents/carers sign the Home/School Agreement (see [Appendix A](#)) and pay Breakfast Club fees promptly. If you have a problem paying the fees or your circumstances change, please talk to the Breakfast Club Supervisor or the Headteacher. 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 you wish your child to attend Breakfast Club, please arrive at the front door from 8 am and ring the bell. A member of staff will open the door and see the children in. Please do not bring your child earlier than 8:00am.

Appendix A

BREAKFAST CLUB HOME/SCHOOL AGREEMENT

Name of Child _____ Class _____

Parents/Carers will:

- Support and work with the school and encourage positive attitudes to education and healthy eating.
- Support the school in our efforts to promote positive behaviour and inform the school of any relevant information that may affect your child's behaviour.

A registration form must be completed prior to the first time your child attends the Breakfast Club giving parental/carer consent.

As part of the registration process and giving permission for your child to attend you are agreeing to take responsibility for your child on their travel to school and up to the point that they arrive at Breakfast Club.

Invoices are issued monthly. There will be no charge for Pupil Premium pupils.

School will:

- The school will provide a caring secure environment so that all children attending Breakfast Club will feel valued and have sense of worth.
- The school operates a best value policy when setting realistic charges for attendance at Breakfast Club. If there is to be an increase in the fees charged, parents/carers will be given one month's notice.
- School will provide a healthy breakfast with a choice of cereal and milk, toast and topping, fruit juice, milk and water.
- School will provide a wide variety of activities to engage children's interests.

Parent/carer signature..... Date.....

Breakfast Club representative..... Date.....

Reviewed: March 2018

Appendix B

BREAKFAST CLUB CHARGING POLICY

This pricing policy is presented to ensure that you fully understand our charging structure.

Sessions

Monday to Friday term-time only. From 8:00 a.m. to 8:50 a.m.

Payment

Pupil Premium children – free

All other families – £3 for the first child, £2.50 for the second and £2 for other siblings.

Invoices will be issued monthly.

Notice of any increase in fees

One month's notice will be given if there is an increase in fees.

What is included in this price?

A healthy breakfast with a choice of cereals, toast, yoghurt, fruit juice and milk, together with supervised play activities.

Registration

A completed registration form must be completed prior to the first time your child attends the Breakfast Club.

Child Safety

As part of the registration process and giving permission for your child to attend you are agreeing to take responsibility for your child on their travel to school and up to the point they arrive at the Breakfast Club.

This pricing policy will be available to all parents of pupils attending and staff who work in the club. It will also form part of the school prospectus.