

# Church Aston Infant School



## Breakfast Club Policy

June 2024



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## 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 8.00am – 8.40am.
- The club is available for pupils from Reception 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, they will ring the Headteacher in order for a replacement to be arranged.

Key members of staff

- Supervisor
- One Assistant if required

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

## Safeguarding and Health and Safety

We have a responsibility for promoting and safeguarding the welfare of children. Our policy outlines our role, and the procedures and guidelines we will use with the aim of protecting all children in our care from harm. Where necessary we will liaise with local and national child protection agencies and be led by local policies, guidelines and procedures. All staff and governors receive regular child protection training. In accordance with Safeguarding arrangements, all staff involved in the running of 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**

Breakfast Club staff will be in charge of preparing and serving food and ensuring that the kitchen facilities are left tidy. The Breakfast Club Supervisor will hold a Food Hygiene Certificate and attend appropriate training. 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/interactive boards. 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.

## **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 the school 'Good to be Green' rules:

- We try our best
- We are kind, polite and helpful
- We show care and respect to everyone and everything
- We stay safe

## **Guidelines for Parents/Carers**

As part of Breakfast Club we ask that parents/carers 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 8:00am 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 CHARGING POLICY**

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

#### **Sessions**

Monday to Friday term-time only. From 8:00am to 8:40am.

#### **Payment**

Pupil Premium children – free

All other families – £3.50 for the first child, £3.00 for the second and £2.50 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.