



First Tower Primary School  
Breakfast Club Policy  
September 2021

Date:	September 2021
To be reviewed:	September 2023

## **Aims:**

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

## **Opening Times:**

Gates are open from 7.30am and will be closed at 7-45am for safety reasons. ALL children who attend breakfast club MUST be on the premises before the gate closes as there will be no access to the school after this time. Breakfast stops being served at 8.00am.

## **INSET / School Closure / Snow Days:**

Breakfast club will not operate on staff development (inset) days or days when the school is closed for unforeseen circumstances e.g. snow, industrial action etc. Payment will not be taken for these days.

## **Admissions:**

The club is fully inclusive for children from Reception to Year 6. Any parent/guardian with a child that has any additional or specific needs should record these on the compulsory registration form. Places are offered primarily to those who work full-time and/or have extenuating circumstances.

## **Booking and Payment Arrangements:**

- A completed registration form is required for each child attending the club.
- Places at the club are allocated to those who fulfil the criteria.
- The cost is £2.50 per day. **This is paid termly, half termly or weekly (which must be paid on the Monday of each week)** A member of the breakfast club will keep an accurate record of attendance and payment and will pass this record to Mrs Mahrer each week.
- Children are expected to attend every day unless they are absent from school.
- A record will be kept of any parents who pay in advance so that this is credited for the child's next attendance.
- No child will be turned away from breakfast club, but if a child has not paid then the parents/carers will be contacted and payment requested.
- Failure to pay (5 days maximum) the place may be suspended in the first instance to avoid an accumulation of fees and then cancelled.
- **In the event of the child being ill/absent then payment is still required.**
- Payment will not be required on days where the school is closed for: Bank Holidays, INSET days, Snow closure or any other emergency closure.
- Should for some unforeseen circumstance you are unable to pay (e.g. family crisis) please speak to Mrs Mahrer in the first instance.

## **Location of Breakfast Club:**

We have two breakfast clubs: Reception and KS1 use the sports hall and KS1 playground and access club via the KS1 gate. KS2 use the school hall and KS2 playground and access club via the KS2 gate. The DT room is used to wash tableware and the equipment and foods are kept in a secure storage area. Staff ensure that all areas are left clean and tidy at the end of the 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's behaviour is unacceptable and/or puts others in danger then 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 a message to be passed onto a teacher.

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

If there is a need to contact parents regarding breakfast club, a phone call, letter home or email will be sent out.

## **Staffing:**

Both Breakfast Clubs are supervised by a minimum of two members of school staff.

## **Contingency arrangements for staff absences and emergencies**

If a member of staff is absent, she/he must contact the designated member of SLT as soon as possible so that cover can be arranged. The cover is shared between other appropriate school staff.

## **Daily Registration**

- A designated member of staff takes a register on entry to club each morning.
- The Breakfast Club supervisor retains the register which is kept on a shelf in the Breakfast Club room in case of absence. This is then handed to Mrs Mahrer every Friday.
- At the end of Breakfast Club the supervisor tallies the numbers attending. Children in KS2 are sent to class from the KS2 playground/school hall. Children in Rec/KS1 are taken to class by a member of staff.
- In case of an emergency where children have to be evacuated from the building, the register must be taken and the children checked against the register to ensure they are present.

## **ORGANISATION**

- Breakfast club is open to all pupils from Reception to Year 6 from 7.30am to 8.30 am. It is held in the Sports Hall and the School Hall.
- Pupils are welcomed by the supervisor who registers the children. To encourage interdependence and self-help skills, the children are able to make their own breakfast choices and help themselves to cereal, butter their toast etc. An adult will supervise use of the toaster.
- Children are encouraged to demonstrate good table manners and behaviour throughout.
- All activities are cleared up by 8.30 am so that the children can go to their classrooms promptly.
- The child's details, medical conditions, the parent's contact details, an additional emergency contact name, address and telephone number are kept in the School Office.

## **Resources**

Breakfast Club resources are kept in secure cupboards in the DT Room.

## **Fire Procedure**

- Children should exit via the nearest safe exit and assemble in KS1 playground (Rec/KS1 club) and KS2 playground (KS2 playground)
- All registers should be taken and a member of the SLT informed when the children are checked and present.

## **First Aid**

- If First Aid is administered, the treatment given is recorded in the First Aid treatment book.
- If First Aid is administered, a letter will be sent to parents at the end of the school day or a telephone call will be made to inform parents if the incident is more serious.

## **Health and Safety:**

Breakfast club is run by the school and the existing Health and Safety Policies will be followed. The school hall and outside area will be checked regularly by staff to ensure the safety of the children and a record kept.

## **Equal Opportunities:**

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

## **Safeguarding:**

In accordance with Safeguarding arrangements, all staff involved in the running of the

Breakfast Club will have current DBS clearance.

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

## **Resources:**

Breakfast Club has its own supply of craft resources, games and tableware. This is kept in the school hall and DT Room. All electrical equipment is PAT tested annually.

## **Suggested Foods**

- Bread/toast (ideally wholemeal/soft-grain/multi-grain)
- Low fat margarine/spread
- Cereals – ideally wholegrain, e.g. Weetabix, Shreddies
- Alternatively Cornflakes, Rice Crispies (avoid sugar-coated cereals and automatically adding sugar to other cereals)
- Semi-skimmed or skimmed milk

- Porridge
- Natural/fruit yoghurts
- Fresh Fruit, e.g. bananas, sliced apples,
- Dried Fruit, e.g. sultanas, apricots

**Drinks**

- Water
- Milk

This policy will be reviewed by senior management every two years.

Next review: September 2023