

CROOKSBARN PRIMARY BREAKFAST CLUB POLICY



Review Autumn 2018

Crooksbar Primary School

BREAKFAST CLUB POLICY

Aims:

- To provide a welcoming, safe, secure environment for pupils before the beginning of the school day
- To provide an affordable, early drop off childcare facility for parents/carers.
- To continue to build positive links/relationships with parents/carers.
- 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 children can engage socially with other year groups therefore strengthening relationships within the school community.

Ground Rules:

1. The breakfast club will be run by Crooksbar Primary School and open to pupils from Reception to Year 6 from 8.00 a.m. to 8.55 a.m.
2. The Club will provide a healthy breakfast and activities to assist learning e.g. doing homework, reading, drawing and playing board games. Children will not be allowed to leave the breakfast club room to play outside unsupervised.
3. Staff will be responsible for the care and management of children, treating them with respect at all times. Children will only use the toilet in the dining hall.
4. The club will comply with environmental health food safety standards. We shall encourage the children in our care to make healthy options when choosing from the breakfast menu listed below:

Cereals (various)
Toast with butter/low fat spread
Jam/Marmalade
Semi-skimmed Milk
Water/Fruit juices

5. There will be at least two members of staff in attendance at any time, both of whom will have undergone the appropriate training and legal guidelines relating to the adult/child ratio will always be adhered to. In addition to Breakfast club staff, the caretaker will be on site from 7.00 a.m. and teaching staff from 7.45 a.m.

6. All children are expected to behave well, show respect, be polite, look after equipment and resources, be co-operative and courteous to staff and to each other. Breakfast will finish being served at 8.30am. Once the children have finished their breakfasts they then take their plates to be cleaned and go to the range of activities available. At 8.45 the children will be expected to help with the tidying up of any equipment that has been used.

7. The Club will operate for children attending Crooksbar Primary School only. Membership of the club, which is situated in the school dining hall, is available to children when they start in reception.

8. The charge of £3.00 covers the cost of care and breakfast. Parents will be given one month's notice of any increase in fees. All fees must be paid in advance and all monies are non-refundable. A register of attendance is taken daily.

The school reserves the right to exclude a child if fees are not paid and refuse entry if a parent has not booked in advance and the club is full.

9. At the start of school KS2 and KS1 children will make their own way to their classrooms. Reception children will be escorted.

10. Parents are asked to show agreement with these ground rules by signing and returning a copy of this policy.

11. Parents are asked to keep the school informed of any change of emergency contacts via the school office.

12. All parents are required to hand their children over to the breakfast club assistants and sign their child(ren) in.

13. In the event of a parent wishing to make a complaint, this should be made in the first instance to the member of staff organising the club. If a parent is still concerned then the matter should be taken to the Head Teacher, Mr C. Twiby.

These Ground Rules are agreed on behalf of:

.....(Name of child)

Signed.....(Parent)

Date

- **Behaviour**

Because the 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 which may involve passing messages to classroom teachers. Written notes to parents/carers from the Breakfast club staff will be passed on via the child's classroom teacher. Parents/carers may make appointments with a senior member of staff and Breakfast club staff 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. These records are held in the school office. Staff will follow existing school policies and procedures for child protection and the code of conduct. Doors leading into the dining hall are secure and kept locked.

- **Fire Procedure**

In the event of a fire, staff and children will follow the normal school procedures, leaving the building in a calm orderly manner via the nearest exit and will congregate in the playground. The Breakfast club register will be taken outside and all names checked. There will be a fire practice once per term.

- **Medication**

Inhalers are kept in the relevant classrooms. If a child needs an inhaler, a member of the Breakfast club staff will escort the child to the classroom and observe that the medication has been taken correctly.

All other medication administered will follow the existing school policy.

- **Confidentiality of Documents**

All confidential documents are kept in the school office in a locked filing cabinet.

- **Parental/Pupil Feedback**

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

CROOKSBARN PRIMARY SCHOOL



Breakfast Club Policy

This Policy has been approved at a meeting of the
Governing Body of Crooksbar Primary School

On:

To be Reviewed :

Chair of Governors:

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