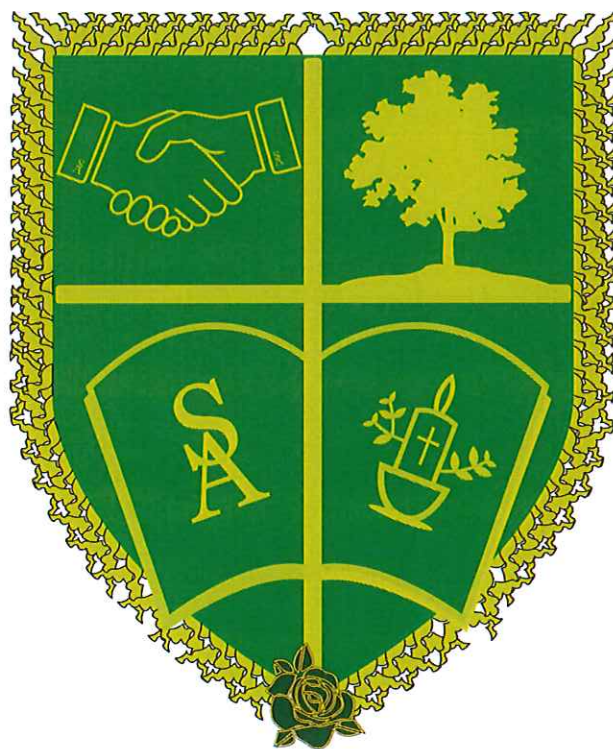


# St Antony's Catholic Primary School



## Breakfast Club Policy 2017 – 2018

*Learning together in God's love*

### 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 Term time only Monday to Friday 7.45am – 8.45am Breakfast stops being served at 8.15am; this is the last entry time for children to attend.

### INSET Days

Breakfast club will not operate on staff development days

### Admissions

There are currently 30 places available for Breakfast Club. The club is fully inclusive for children from Reception to Year 6. Any parent/guardian with a child that has any additional or special needs should record these on the compulsory membership form. This is so that any child can be appropriately welcomed into the club. See appendix one. Booking and Payment Arrangements A completed membership form is required for each child attending

Booking and Payment Arrangements A completed membership form is required for each child attending the club. Places at the club are allocated on a strictly "first come, first served basis." The cost is £1.00 per morning (free for children entitled to Pupil Premium Grant, PPG). This should be paid in advance or on the day. A child does not need to attend every day. A member of the club will keep an accurate record of attendance and will pass this record to the School Business Manager each week.

A record will be kept by the cook 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 by Sarah and payment requested. It will be at the discretion of the Headteacher to confirm children who may attend for free due to financial hardship or other social issues. All children in receipt of PPG are automatically given free places should they wish to use this facility. Location of Breakfast Club The Breakfast Club sessions are held in the dining hall. The school's kitchen is used to prepare and serve food as well as wash tableware. The equipment and foods are kept in an allocated area of the kitchen. Staff ensure that all areas are left clean and tidy at the end of the session. Behaviour The school's Behaviour and Discipline Policy is applicable to the Breakfast Club to ensure consistency for the children at the club. If a child continually behaves badly 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 newsletter.

### **Staffing**

Our Breakfast Club is supervised by: The supervisor who completes the register; supervises the children and assists with the clearing away to ensure that the highest standards of cleanliness are adhered to. A general assistant. This team works together to ensure that the children have activities to occupy themselves with and that they are playing safely. Food

### **Preparation Team:**

The school's Assistant Welfare Officer cook who organises the cleaning of all of the equipment required to run a self-service Breakfast Club. In addition to Breakfast club staff, the Site Manager or Site Controller will be on site from 7.00am onwards and members of the School Leadership Team are normally on site from 7.00am.

Staff levels may fluctuate to meet current needs. If a member of staff is absent, they must notify the Headteacher who will arrange any necessary cover. All staff have DBS checks and are dedicated to promoting opportunities for child centred play following guidelines and standards which are set by Ofsted. Staff are identified by a lanyard with their photo and name. Our staff: child ratio is 1:15. Staff are on site by 7.45am and are ready to serve breakfast at 7.45am. Routine Children should enter Breakfast Club via the main school entrance. Children should register and pay any fees on arrival. The register is kept by the Breakfast Club staff until Friday when it is passed to the School Business Manager. Once in the dining hall, they will prepare to eat their breakfast food. Once they have eaten, they will clear their own cup and plate away from the eating tables and take them to be washed up by the cook. During their time at the club they will have the choice of activities in which they may wish to participate. Children will only use the main school toilets. Children will help tidy up equipment at the end of the club. The staff will then release the Y3-6 children onto the top playground from 8.15am (Y1&2 children are requested to stay with their older siblings if they go out early otherwise are Released to go to their classes as outside doors open at 8.45am). If it is raining, then staff will stay with the children until it is time for them to go to their classes.

### **Resources**

Breakfast Club has a supply of craft resources, games and tableware. This is kept in the conservatory next to the dining hall. Any electrical equipment is PAT tested annually and the canteen is serviced under contractual arrangements.

### **Parental and Pupil Feedback**

St Antony's Catholic Primary School values any parental or pupil opinions and welcomes feedback about how the club is run. Parents are welcome to come and see the Breakfast Club in action before making a decision about their child attending

### **Complaints Procedure**

Any complaints must be lodged sensitively and professionally initially in person and verbally with the staff on the ground at the time of the incident or reason for the complaint as most matters are simple and resolvable with amicable dialogue. However, should the need arise the complainant may wish to speak to the lead/manager for the Breakfast Club on the matter. If it is required/necessary the individual (staff or parent/child involved should be asked to give their account and the matter dealt with based on the facts presented. As a last resort and only if necessary the matter may be referred to the head teacher or member of Senior Leadership (SLT) designated to address such matters. If necessary a matter may be put in writing by any relevant party (parent or staff) regarding the Breakfast Club and when this happens the issue will be dealt with following the school's Complaints Policy.

### **Cancellations**

The only possible cause for cancellations would be school closure due to adverse weather conditions or problems with the building. For example: no heating or water supplies. In the event of a closure: - A member of school staff will endeavour to contact individuals by text or phone by 7.30am - School closures are reported locally on Star FM radio station and on the school website.

### **Breakfast Menu**

Our selection of food aims to be multicultural and offer a healthy balance. Children will be active in the preparation of their breakfast and will learn hygiene skills if parents have permitted them to do so. Children have the choice whether to have food or not, although they are encouraged to do so. The registration form will detail any specific requirements a child has. The school is a Healthy School and abides by the guidelines set by the School Food Trust details of the food Food served: toast, porridge, jam, Flora, wholegrain cereals, baked beans, orange juice, plain water, organic yogurts, and semi - skimmed milk From time to time for special occasions and events, the school may deviate from the above menu.

### **Indoor Activities**

Each child is encouraged to make their own choices regarding the activities they choose to participate in. Weekly programmes of activities may include:

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### **Fire Procedures**

In the event of a fire, children and staff will follow the normal school procedures, leaving the building calmly via the closest exit. They will congregate on the school's playground in a line. The club's register for the day will be called and all names will be checked. The staff signing in book will also be checked to ensure that all staff are safe. There will be a fire practice in accordance with the school's emergency fire and evacuation policy

### **Health and Safety**

Breakfast Club is run by the school and the existing Health and Safety Policies will be followed. The dining hall area will be checked regularly by staff to ensure the safety of the children and a record kept. Risk assessment A separate risk assessment has been completed for Breakfast Club sessions and activities.

### **Medical Needs**

Accidents will be treated by a trained first aider and the accident will be recorded in the accident book. Breakfast Club will follow the school's first aid policy. Inhalers are kept in the classrooms. If a child needs their inhaler then a member of staff will escort them to their classroom to observe that the medication has been taken correctly. Keys for unopened classrooms can be accessed via the school office which is open from 7.15am. Other medication will be administered according to the existing school policy on medication.

### **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. These records are held in the school office. Breakfast Club staff will follow existing school policies and procedures for child protection and the code of conduct. Where ICT equipment is used, they must follow the schools e.safety policy and procedures.

### **Policies and Procedures**

Breakfast club will follow the schools own policies and procedures and these are available from the school office.

### Policy Review

This policy will be reviewed and evaluated by the Headteacher and Governing Body and will be reviewed every three years.

### Equal Opportunities

This policy applies to all school users regardless of gender, colour, race, ability or disability, religion or nationality. All staff will be asked to sign to indicate that they have read and abide by the policy.

September 2017

Signed Head Teacher:

Date:

Chair of Governors:

Date:

### **Attachments:**

1. Breakfast Club Membership Form
2. Risk Assessment