

 <p>Primary School & Nursery</p>	<h1>Offley Endowed Primary School and Nursery</h1>	<p>Reviewed: Feb 2024</p> <p>Next Review: Feb 2026</p>
<p>Policy Title:</p>	<h2>Breakfast Club Policy</h2>	<p>Users: Staff, Governors, Parents</p>

Aims

- To provide a happy, welcoming place at the start of the school day where all children are valued.
- To support working parents by providing an affordable childcare facility.

Objectives

- To provide a welcoming, safe, secure environment for pupils before the start of the school day.
- To enable pupils to eat a healthy breakfast before the start of the school day in a pleasant, relaxed environment.
- To employ caring supervisory staff
- To provide a calm play environment for those pupils.
- To provide an affordable service for working parents.

Admissions

The club is fully inclusive for children from Nursery to Year 6. Any parent/carer with a child that has any additional or special needs should record these with the school office. This is so that any child can be appropriately welcomed into the club.

Staffing

There are one or two breakfast club staff, depending on the number of children attending. In addition to breakfast club staff, other members of staff are on site from 7.45am.

Contingency arrangements for staff absences and emergencies

If a member of staff is absent, they must ring another member of the team to arrange cover. Any additional cover is shared between the Head and the Assistant Head.

Booking and Payment Arrangements:

- Payment is to be made by School Gateway, weekly, monthly, half termly or termly on the first day of attendance.
- After one week of non-payment a letter will be sent asking for outstanding amount. If, at the end of the second week there is still no payment and no explanation, then the child/children will not be able to attend.
- If the club is used in an emergency or one-off basis payment must be received on the day.
- The breakfast club reserves the right to prevent any child's attendance to the club if at any time if they are not acting in a disciplined and responsible manner. Fees in this case will not be refunded. We also reserve the right to cancel Breakfast club, where numbers are insufficient, fees in this case would be refunded.
- Parents do not have to book in advance but may simply turn up on the day. There is however, a booking system for promotional events.

Use of registers

- Children are registered as they enter the building. Newcomers are added to the register. The register is kept on-line, in the school office.
- The Breakfast Club staff access the on-line register in the hall.

Approved and Adopted by The Governing Body



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- In case of an emergency where children have to be evacuated from the building, the laptop with 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 Nursery to Year 6 from 7.45 am to 8.45 am. It is held in the school hall.
- Pupils enter the hall from the back entrance by 8.15 am.
- Children will be given a choice of breakfast, including a variety of cereals, croissants, bagels, fruit or toast.
- Children will have a variety of activities to entertain them after their breakfast.
- Pupils are welcomed by the staff who register the children, help the younger children with their outer clothing and bags and find out what each child would like for breakfast. The children are encouraged to serve themselves.
- Children have the choice of activities on another table.
- Emphasis is placed on good table manners and behaviour throughout.
- Children use the main toilets
- All activities are cleared up by 8.40 am so that the children may leave the dining hall to walk to their class outside.
- The child's details, medical conditions, the parent's contact details, an additional emergency contact name, address and telephone numbers are kept in the School Office.

Communication with Parents

- Verbal communication with parents/carers bringing children to the club
- Written notes to parents may be given to the child's teacher and special events are advertised in the newsletter
- Parents may make appointments with the Breakfast Club staff to discuss matters pertaining to Breakfast Club.

Records of staff

- In accordance with the Children Act Regulations, the address and telephone numbers of the Breakfast Club staff are kept in the School Office.

Fire Procedure

- Children should exit the dining hall through the fire escape and assemble in the assembly point on the school playground.
- All registers should be taken and the Head or Assistant Head informed when the children are checked and present.

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.



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Medication

Inhalers are kept in the school staffroom. If a child needs their inhaler then a member of staff will escort them to the staffroom to observe that the medication has been taken correctly. Other medication will be administered according to the existing school policy on medication.

First Aid

- If First Aid is administered, the treatment given is recorded on CPOMS.
- If First Aid is administered, the CPOMS note will be printed and placed in the child's folder or a telephone call will be made to inform parents.

Confidentiality of documents

Confidential documents are kept in the school office