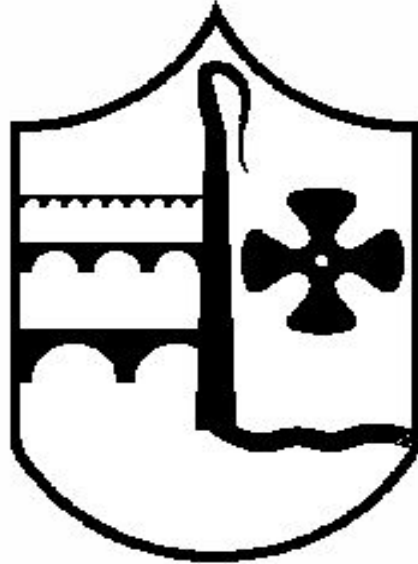


St Cuthbert's RC First School



Breakfast Club Policy



In God's family, we love, we grow, we learn.

POLICY STATEMENT

St Cuthbert's RC First School Breakfast Club is committed to equal opportunities. No child who uses the club will be discriminated against on any grounds, e.g. race, gender, religion, disability or social background. Appropriate and reasonable steps will be taken to ensure that the service is accessible to all sections of the community.

AIMS

- To provide a secure, safe and welcoming environment for pupils from 8.15 am to 8.55 am.
- To provide an affordable service for working parents and carers.
- To enable pupils to eat a healthy and varied breakfast before the start of the school day in a pleasant, relaxed environment.

CHARGING POLICY

- St Cuthbert's RC First School charges for Breakfast Club, to cover the cost of staff engaged and the healthy food provided. The total charge will not exceed the cost and no parent will be asked to subsidise others.
 - Tackling deprivation and disadvantage to reduce attainment gaps is a core focus of Pupil Premium funding. Therefore child in receipt of this funding would be subsidised.

PROCEDURES

Staffing

- There are two members of staff on duty at Breakfast Club.
- The caretaker is on site from 7:00am and other members of school staff are on site from approximately 8.00 am onwards.
- Staff at Breakfast Club are employed by the school and have undergone all the necessary safeguarding checks. All staff are committed to on-going training and development.

Arrangements

- St Cuthbert's RC First School Breakfast Club has places for a maximum of 30 children attending on any one day.
- The Breakfast Club will endeavour to accommodate everyone as much as possible and as fairly as possible.
 - The charge per session is £1.00 from 8.15-8.55 am. This reduces to 50p for children who are in receipt of Pupil Premium funding.
- It is expected that parents will not go into arrears and any arrears of more than two weeks will be referred to the Head Teacher and the parents/carers use of the club will be reviewed.

Use of Registers

- Children are registered as they enter the school hall.
- The Breakfast Club supervisor retains the registers which are kept in the main office.

- In case of an emergency, all staff and children will evacuate the building. Staff will escort the children to the designated lining up area in the main playground and the register taken.

ORGANISATION

- The Breakfast Club is open to all pupils from Reception to Year 4, from 8.15 am to 8.55 am.
 - It is held in the school hall where food is served and activities are organised.
 - Pupils are welcomed by the Breakfast Club staff who register the children.
 - Children are asked what they would like to eat and drink. Breakfast is served in a buffet style, where the children are able to see and self-select the foods that are on offer to them.
 - We will endeavour to encourage the children in healthy lifestyle choices. With this in mind, we will provide the children with healthy options for breakfast.
 - Food is served at the table. Emphasis is placed on good table manners and behaviour throughout.
 - Children are encouraged to have sufficient to drink to ensure adequate hydration at the start of the day.
 - As each child finishes their breakfast, they are encouraged to clear away their own crockery and cutlery.
 - Toilets are available in the main school cloakroom for use by children.
 - After their breakfast, children may join another table where activities are laid out or choose to play or chat with friends.
 - The preparation and serving of food finishes at 8.30 am prompt to enable staff to wash up and clear away in time for the start of school. Children arriving after this time will access activities only.
 - All activities are cleared away by staff and children by 8.55 am, so that the children may walk to their class. The supervision of Breakfast Club children is handed over to other members of staff at that point.
 - The child's details, medical conditions, the parents' contact details, an additional emergency contact name, address and telephone number are kept in the school office. This also contains information about any special dietary requirements and any medical conditions and/or allergies.

Resources

- Breakfast Club resources are kept in the resources room. There is currently a variety of boxed games and creative activities available as well as i-pads. Breakfast Club will sometimes make use of some school P.E. equipment.

Communication with Parents

- A brief, informal chat with parents bringing children to Breakfast Club is possible, although consideration of others should be given at this busy time.
- Written notes to parents may be conveyed through a note for the child to hand to their parent/carer, or a text message if necessary.
- Parents may make appointments with the Head Teacher to discuss matters pertaining to Breakfast Club.

Emergency Evacuation Procedure

- Fire: Fire alarm sounds. Exit the hall and follow fire procedures as displayed.
 - Breakfast club staff should take the breakfast club register and check the toilets
- The register will be taken and the Head Teacher or member of SLT in charge informed when the children are checked and present.

Illness

- The club has the right to exclude any child with an infectious disease, for example, sickness and diarrhoea or impetigo, for a period of up to 48 hours or until the child is no longer infectious.

Medication

- Breakfast Club staff will only administer medication that has been prescribed by a doctor and where parental permission has been given in writing. See administering medication policy.

First Aid

- First aid will be administered in line with school procedures, with reference to the Health and Safety Policy.
- At least one of the Breakfast Club staff holds a current first aid qualification.

Risk Assessment

- A risk assessment is carried out for Breakfast Club on an annual basis. A copy is displayed in the hall.

Complaints

- All complaints notified verbally or in writing by a parent/carer of a child attending Breakfast Club will be investigated by the Head Teacher in line with the school's complaints procedure.

Implemented: Spring term 2016

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Author: Clare McGregor