



Breakfast Club Policy

Version No.*	
Name of Responsible Committee	Finance
Ratification Date	25/01/2022
Review Date	Spring Term 2024

Signed: _____ Date: _____
(Chair of Governors/Chair of Responsible Committee)

*County adopted policies only

Aims

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

Procedures

Staffing

There will always be a minimum of one Breakfast Club staff at each session. In addition to Breakfast Club staff, members of the Teaching staff and Senior Leadership team will also be on site from 8.00am.

Parents should not drop off their children earlier than the start of 7.50am and there will be no supervision of children arriving earlier.

Contingency Arrangements for Staff Absences and Emergencies

If a member of staff is absent, they must ring the Headteacher/School Business Manager who will arrange cover.

Booking Arrangements

Places are pre-booked via ParentMail at least 48 hours in advance. Booking for 'Drop and Go' from 8.30am is not required.

Charges

The club must be sustainable. The cost per child will cover staff costs, administration and resources. The cost will be for each child, and no discounts will be available for siblings. There will be no reduction for less than a whole session.

November 2021 – per session: £3.50 from 7.50am. Drop and Go, £1.00 from 8.30am

Payment/Non-payment

Payment for sessions must be made in advance through ParentMail. Payment for Drop and Go sessions is made in cash on the day. Drop and Go payments are collected and recorded by the Breakfast Club staff.

Cancellation by Breakfast Club

The only possible cause for cancellation would be school closure due to adverse weather conditions or problems with the building, e.g. no heating or water supplies

In the event of closure: A member of school will contact parents/carers via ParentMail as soon as possible.

During adverse weather conditions school closure will be reported on the Buckinghamshire Council website.

A 'credit' or refund will be made in respect of any days cancelled by Breakfast Club.

Cancellation by Parents and Refunds

Due to the need to pay and book places in advance so that levels of staffing can be organised, we will be unable to offer a refund if a child does not attend.

Refunds will, except as detailed above in respect of cancellation by Breakfast Club, **only** be available upon written cancellation by a parent of the child as follows:

- (i) Pre-booked places will automatically continue until cancelled;
- (ii) Cancellation of pre-booked places must be in writing and must be given a minimum of 48hours notice

Use of Registers

Children will be registered as they are admitted by one of the Breakfast Club staff on duty.

Organisation

Breakfast Club will be open to pupils from Nursery to Year 6 from 7.50am until 8.45am. Children will be admitted via the conservatory entrance. Breakfast will be available from 8.00am to 8.30am.

Pupil Premium – Wider Opportunities

Breakfast club will be offered to pupils eligible for Pupil Premium, that the school feels would benefit from attending, by providing an environment to enable them to:

- Interact with staff, and ensure that they are settled in the morning
- Improve attendance by being on time for registration
- Address problems relating to pupils being hungry on arrival at school

These spaces will be funded by the school from Pupil Premium funding.

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 bringing children which may involve passing messages to classroom teachers.

Written notes to parents from the Breakfast Club Staff will be passed on via the school office.

Parents may make appointments with a member of the Breakfast Club Staff, or the School Business Manager 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, and other required recruitment checks. 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 also follow the schools e-safety policy and procedures.

Fire Procedure

In the event of a fire, children and staff will follow the normal school procedures, leaving the building in a calm orderly via the closest fire exit.

They will congregate on the playground. The club register should be taken outside and all names checked.

There will be a fire practice once per term.

Medication

Inhalers are kept in a locked cabinet in the First Aid room. If a child needs an inhaler, a member of staff will escort the child to the office and observe that the medication has been taken correctly.

All other medication administered will follow the existing school policy (the Administration of Medication Policy).

If in doubt as to the application of this policy, parents are encouraged to contact Breakfast Club staff for clarification.

Complaints

All complaints notified in writing by a parent regarding the Breakfast club will be investigated by a member of the School Senior Leadership Team and a record kept of the outcomes.

This policy will be made available to parents and carers on the school website.