



# Breakfast Club Policy

## Chenies School



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## **Policy Statement**

Following the outcomes of two parental surveys in 2021 Chenies School Breakfast Club is being established to help meet the needs of our pupils and parents.

## **Aims**

- To provide a secure, safe and welcoming before school facility for children whose parents are unable to bring their children to school at 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.

## **Equal Opportunities**

The 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.

## **Charging Policy**

Chenies School charges for Breakfast Club, to cover the cost of the staff employed to provide extended activities and the healthy food provided. The total charge will, as a minimum, cover the cost of providing the facility and any surplus generated, will be spent on the purposes of the school, for the benefit the whole school community.

If your child qualifies for pupil premium some sessions at the club may be funded by this in agreement with the Headteacher. Any parent wishing to access this facility should speak to the headteacher. If the cost of attending breakfast club is prohibitive for any other family then please contact the headteacher to discuss possible financing options.

## **Breakfast Club Procedures**

### **Staffing**

There are a minimum of two members of staff on duty at Breakfast Club, based on an adult to child ratio of 1:10. The Head Teacher and/or other members of school staff are on site from approximately 7.30

The 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.

### **Contingency Arrangements for Staff Absences and Emergencies**

If a member of Breakfast Club staff is absent, they must inform the Breakfast Club Manager and/or Head Teacher before 7.00 am. Cover will be then be arranged.

## **Booking Arrangements**

Chenies School Breakfast Club has places for a maximum of 20 children attending on any one day.

All parents/carers are required to complete a registration form. The registration form will remain active for the duration of the academic year. Parents may book places through their parent pay account, half termly in advance.

The breakfast club registration form contains information about any special dietary requirements and any medical conditions and/or allergies. These are kept in the Breakfast Club file, together with the daily registers and records of payment. In addition records of the child's details, medical conditions, parents' contact details, an additional emergency contact name, address and telephone number are kept in the school office.

We appreciate that some parents need a guaranteed place for the whole academic year on set days of the week and priority booking will be given each half term to children whose parents have indicated this on their registration form and/or consistently used the service in the previous half term.

Siblings of existing members should be placed on the waiting list in the summer term prior to starting, to avoid disappointment in their year of entry to the school. There are no automatic rights to a place.

For each new academic year, priority for spaces will be given to existing club members, providing their intention to continue is made clear by the end of the outgoing academic year. At the start of the year, remaining places will be offered to all applicants on a first come first served basis.

Occasional places are available at any time during the year, providing spaces are available and a registration form has been filled in. Parents/carers wanting an occasional day must notify the breakfast club manager by midday on the Friday before to check on the availability of spaces.

The Breakfast Club will endeavour to accommodate everyone as much as possible and as fairly as possible.

The charge per session is £4.50 from 7.40 am - 8.30am

## **Fees and Payments**

The fee for Breakfast Club is £4.50 per session. This fee is payable in advance via the parentpay cashless system. Your child will not be able to attend the club without payment. Payment is to be made via the cashless system only **NO CASH IS PERMITTED**. 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 Bursar, in accordance with our financial procedures policy. If arrears occur the parents/carers use of the club will be reviewed. This fee will be reviewed annually at the end of the summer term and parents notified before bookings are taken for the new academic year.

## **Refunds**

If the school cancels the club, or your child does not attend due to illness and is absent from school for the day, the school will make a credit for each session missed to your parentpay account.

## **Use of Registers**

Children are registered as they enter the Hall.

The breakfast club manager retains the registers which are kept in the school office.

## **Organisation**

The Breakfast Club is open to all pupils from Reception to Year 6, from 7.40 am to 8.30 am during school term times. The club will not be open on INSET days.

The club is located in the school hall. Parents are required to deliver in person their children via the main entrance to the hall to the breakfast club leader in the school hall.

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.

Food is eaten sitting down at a table. Emphasis is placed on good table manners and behaviour throughout.

Children are encouraged to have sufficient water or milk 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, placing items in the washing up box.

After their breakfast, children may join another table where activities are laid out or choose to play or chat with friends. Activities may include construction toys, board games, drawing materials reading, completing homework or simply chatting quietly to friends.

The preparation and serving of food finishes at 8.15 am to enable staff to wash up and clear away in time for the start of school. Children must arrive in breakfast club by 8.10am. The school gate will be closed at 8.10am and no children will be admitted to the breakfast club after this time. Parents/carers should avoid causing this difficult situation if at all possible.

All activities are cleared away by staff and children by 8.30 am, so that the children may walk to their classrooms. The supervision of Breakfast Club children is handed over to other members of staff at that point.

All children are escorted directly to their classroom and are handed over to the class teacher.

## Breakfast Menu

Chenies School is a Healthy School and the selection of food available for the children at Breakfast Club will be compliant with the [School Food Standards](#). The aim of the standards is to achieve a whole-school approach to healthy eating, to encourage healthy attitudes to food and drink, and to develop good eating habits at an early age. Children with any dietary requirements will be catered for.

Food Categories	Suggested Items
Milk based drink	Semi-skimmed milk
Cereals – not coated or flavoured with sugar, chocolate or cocoa powder	Whole-wheat cereals Cornflakes Rice based cereals Shredded wholegrain wheat cereals (To avoid using sugar, children should be encouraged to use fresh fruit as sweeteners)
Fruit and vegetables	A selection of chopped fresh fruit
Breads and toppings	Wholemeal bread or toast Dairy free spread (low fat) Low fat/sugar preserves

Each child attending Breakfast Club should be given the option to choose one item from each of the four food categories. Wastage will be monitored and ordering of food will be adjusted accordingly. Drinking water and milk will be available to children during the session.

## Behaviour

The school rules and behaviour policy will be followed to ensure consistency for the children at the club. We expect good behaviour and respect for others. The breakfast club reserve the right to withdraw the service if a child's behaviour is unacceptable.

## Cancellation

The only cause for cancellation would be school closure due to adverse weather conditions or problems with the school building e.g. no heating or water supplies or in exceptional circumstances due to staff illness. In the event of closure a member of staff will contact parents as soon as possible via our teachers2parents texting system. School closure through adverse weather conditions will also be on the school website.

## Resources

Breakfast Club resources are kept in the kitchen lobby area. There are a variety of boxed games and drawing materials available.

### **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.

Messages to parents regarding their child at breakfast club may be conveyed through a text message, email or telephone call if necessary.

Parents may make appointments with the Breakfast Club Manager or Head Teacher to discuss matters pertaining to Breakfast Club.

### **Emergency Procedure**

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 field in a quiet line. The register for the day will be called and all names will be checked. The Supervisor will also check that all staff are safe. There may be a fire drill practice in accordance with the school's emergency fire and evacuation policy.

### **Illness**

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

### **Medication**

The Breakfast Club Manager will only administer medication that has been prescribed by a doctor and where parental permission has been given in writing, in line with our school supporting pupils with medical conditions policy.

### **First Aid**

First aid will be administered in line with school procedures, with reference to the school Health and Safety Policy.

At least one member of staff at breakfast club will hold a current paediatric first aid qualification.

### **Risk Assessment**

A risk assessment is carried out for Breakfast Club on an annual basis. A copy is kept in the Breakfast Club file.

### **Confidentiality of Documents**

Documents relating to Breakfast Club are treated as confidential and are kept in the school office.

### **Complaints**

All complaints notified verbally or in writing by a parent/carer of a child attending Breakfast Club will be initially investigated by the Breakfast Club Manager. The Head Teacher will be kept informed and will be involved in the final decision, in line with the school's complaints procedure