

## **Breakfast Club Policy**

### **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
- To be consistent and reliable to enable parents to have confidence and peace of mind whilst their child is at Breakfast Club.

### **Opening Times:**

- Monday to Friday from 7.45am – 8.50am term time only.
- Breakfast is served from 8.15am to 8.30am.
- Breakfast club will not operate on staff development days
- There are currently 50 places available for Breakfast Club offered on a first come, first served basis.

### **Admissions:**

The club is fully inclusive for children from Reception to Year 6 that attend Colburn Community Primary School. Any parent/guardian with a child that has any additional or special needs should discuss these needs with breakfast club staff. This is so that any child can be appropriately supported in the club, inline with the school policies for equalities and SEND.

### **Booking and Payment Arrangements:**

- Advance bookings and payments can be made weekly, monthly, half termly or termly prior to the first day of attendance. Without advance payment, the child/children will not be able to attend.
- Fees will still be charged for absences, unless the reason for non-attendance is because the breakfast club is closed.
- If the club is used in an emergency, 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 they are not acting in a disciplined and responsible manner and inline with the behaviour management policy of the school. Fees in this case will not be refunded.

### **Location of Breakfast Club:**

The Club sessions are held in the school hall, pupils may on occasions use other facilities that are available on the school site e.g. ICT suite, Library or MUGA. NYCC caterers provide the breakfast and take responsibility for ensuring that all food served meets government guidelines for nutritional standards and that food is stored, prepared and served inline with government food hygiene standards. Breakfast club staff ensure that all areas are left clean and tidy at the end of the club session.

### **Behaviour:**

The school policy for behaviour management is followed to ensure consistency for the children at the club. If a child persistently refuses to comply with this policy the school reserves the right to withdraw the place.

**Communication with Parents:**

Notifications about breakfast club provision will be provided through the school newsletter. Where appropriate, letters or texts will be sent home with children informing parents of any specific information regarding breakfast club provision.

**Staffing:**

Breakfast Club is supervised by:

Miss Murray (Breakfast Club leader)  
BTEC National Diploma in Childhood Studies  
Foundation Degree in EYFS  
Food Hygiene Qualification  
Food Handling Qualification  
Food Allergens Qualification  
Paediatric First Aid Level 3 Qualification  
Restrictive Physical Intervention Qualification

Ms Wardle (Breakfast Club Co-ordinator)  
Food Hygiene Qualification  
Food Handling Qualification  
Food Allergens Qualification  
Paediatric First Aid Level 3 Qualification  
Restrictive Physical Intervention Qualification

They work together to ensure that the children have activities to occupy themselves with and that they are playing safely. They organise the equipment, games and resources required to run the breakfast club.

In addition to Breakfast club staff, other school staff members are on site preparing for the beginning of the school day. The following members of staff will take responsibility for SEND and safeguarding:

Mr Watt	– Designated Child Protection Officer
Miss Nicholas	– SENDco
	– Deputy Designated Child Protection Officer

**Routine:**

- Children should enter Breakfast Club via the hall side-entrance, which is adjacent to the front door.
- Children should register on arrival.
- During their time at the club children will have a choice of activities in which they may wish to participate.
- Children will use the main school toilets.

- Breakfast will be served from 8.15am. Once they have eaten, they will clear their own cup and plate away from the tables.
- Children will help tidy up equipment at the end of the club.
- Breakfast club staff will then supervise the children to the playground or EYFS unit at 8.50am.

**Resources:**

Breakfast Club has its own supply of craft resources, games and toys. All electrical equipment is PAT tested annually as part of the school’s service level agreement with the LA.

**Parental and Pupil Feedback:**

The school values any parental or pupil opinions and welcomes feedback about how the club is run. Please talk to staff or make an appointment to speak to the Headteacher.

**Complaints Procedure:**

We will respond to all written complaints regarding the breakfast club, inline with the school complaints procedure.

**Closure:**

Closure of breakfast club during term time will be avoided where ever possible, however there may be occasions where this is necessary due to adverse weather conditions, problems with the building e.g. no heating or water supplies, or other unforeseen circumstances.

**In the event of a closure:**

- A member of school staff will endeavour to contact parents by text or phone as soon as possible.  
School closures are reported on local radio.
- A notice will be placed on the school website.
- A notice will be placed on the school entrances.

**Breakfast Menu:**

Our menu is designed by the NYCC catering staff inline with government guidelines and nutritional standards.

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 abides by the guidelines set by the School Food Trust. Further information regarding the Schools Food Trust can be found at

[www.schoolfoodtrust.org.uk](http://www.schoolfoodtrust.org.uk).

**Week 1**

Monday	Tuesday	Wednesday	Thursday	Friday
Pancakes	Scrambled Eggs or Beans on Toast	Bacon Sandwiches	Flapjack & Hot Chocolate	Sausage Sandwich

## Week 2

Monday	Tuesday	Wednesday	Thursday	Friday
Cereal, Spaghetti Hoops on Toast	Pancakes	Sausage Sandwiches	Flapjack & Hot Chocolate	Bacon Sandwiches

In addition to the above there is always an alternative of wholegrain cereals plus fruit juice, milk or water.

### **Activities:**

Each child is encouraged to make their own choices regarding the activities they choose to participate in. Breakfast club offer structured activities as well as free choice. Weekly programmes of activities may include:

- Art using various mediums
- Crafts using a wide variety of textures and materials
- Construction and Lego toys
- Board games
- Physical Activities
- Educational Activities e.g. Homework or Reading support

### **Emergencies:**

Breakfast club staff will have access to emergency contact numbers from the school office to enable them to make contact with parents in an emergency. Please ensure that you inform the school office immediately if any of these details change.

### **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.
- The club's register for the day will be called and all names will be checked.
- There will be a fire practice in accordance with the School's emergency fire and evacuation policy

### **Safety & School Policies**

#### **Health and Safety:**

Breakfast club is run by the school and the existing Health and Safety Policies will be followed. The hall area will be checked regularly by staff to ensure the safety of the children.

#### **Risk assessment:**

A separate risk assessment has been completed for breakfast club sessions and activities.

#### **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 staff code of conduct.

**Policies and Procedures:**

Breakfast club will follow the school policies and procedures and these are available from the school office or school website.

**Accidents:**

A qualified first aider will treat accidents and the accident will be recorded on the school accident forms. Breakfast club will follow the school's first aid policy.

**Medication:**

Medication will be administered according to the existing school policy on medication and children's individual health care plans.

**Policy Review:**

This policy will be reviewed and evaluated by the School's Senior Leadership Team and will be reviewed every two years.

**This policy has been checked and approved by governors.**

**Last reviewed: April 2016**

**Next review due: April 2018**