



Breakfast Club

Written December 2018

Review December 2019

Signed – *Mrs Kat Allen*
(Headteacher)

Signed - *Mrs Heather Haddley*
(Chair of Governors)

Aims

- To provide a welcoming, safe, secure environment for pupils before the beginning of the school day;
- To provide an affordable, early drop off childcare facility for parents/carers;
- 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 Breakfast Club Supervisor at each session. Staff will be on site ready to open at 7.30 am.

In addition to Breakfast Club staff, the Premises Officer will be on site from 7.30 am.

A first aider will be on site.

Contingency Arrangements for Staff Absences and Emergencies

If a member of staff is absent, they must ring the Business Manager by 7.00am, who will arrange cover. Cover will be provided by the named volunteer.

Use of Registers

- Children must be signed into Breakfast Club by a responsible adult. Children in Year 6 are allowed to sign themselves in as long as prior permission has been given by their parent/carer. The register will be kept in the main school office.

Cooking and Serving Facilities:

- The school kitchen will be used for preparation and serving food;
- One member of Breakfast Club staff will be in charge of preparing and serving food and ensuring that kitchen facilities are left tidy.

Organisation

- Breakfast club will be open to pupils from Reception to Year 6 from 7.30 am – 8.45 am.
- Children will be admitted and registered at the hall entrance. Breakfast will be served as the children arrive.
- Once children have finished their breakfast they then take their plates to be cleaned and go to the range of activities available.
- Children will only use the main school toilets.

- Children will need to help with tidying up equipment used at 8.35, then one of the supervisors will take the younger children to class at 8.45am whilst KS2 pupils will join their the back of their class line, as they enter the building.
- Each child's details, medical conditions, parent contact details and additional emergency contact information are kept in the contacts file in the school office.

Resources

Breakfast club resources are kept in the hall.

- All electrical equipment must be PAT tested before use.
- Children may be allowed to play outside, suitably supervised, if decided by Breakfast Club supervisor

Payment

- The daily charge is £2.00 and it is run as a drop in service with no need to book in the office before-hand.