

Breakfast Club Policy (2020)



To be reviewed Autumn term 2022

1. Rationale & 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;

2. Policy & Procedures

Staffing

The sessions will be supervised by the Breakfast Club Facilitator. Parents should not drop off their children earlier than the start of breakfast club at 8am 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 School Business Manager who will arrange cover.

Booking Arrangements.

Places are Pre-booked and paid for each half term through Parentmail in advance. A place cannot be reserved unless full payment for the half term has been made with the booking. If you would like your child to be added to the waiting list, please contact the school office.

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 there will be no reduction for less than a whole session.

September 2020 – per session: £2.00

Employees within BEST Trust will not be charged for attendance but will need to pre-book via Parentmail.

Pupils in receipt of Pupil Premium funding will not be charged but will need to pre-book via Parentmail.

Payment/Non-payment.

Payment must be made in advance on a half termly basis. A place cannot be reserved until a payment has been received. If a child attends that has not been booked and paid for, the parent or guardian will be contact immediately to collect the child.

Cancellation by Breakfast Club:

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

In the event of closure:

A member of school will either send a message via Parentmail, or will endeavour to contact individuals by telephone before 7:45am. During adverse weather conditions school closure will be reported on the school Website and via Parentmail. An 'IOU' will be made in respect of any days cancelled by Breakfast Club.

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. If a child has a medical appointment, or is ill, an "IOU" will be issued for

any sessions missed. "IOUs" will also be issued if the club has to close for any unforeseen circumstances (i.e. school closure).

Use of Registers

Children will be registered as they are admitted into the building via the main reception by one of the Breakfast Club staff on duty. The register will be kept in the Breakfast Club room during the session, and stored in the school office outside of club hours.

Cooking and Serving Facilities:

Breakfast will be provided as part of the overall pre-paid cost. This will be available in the canteen.

Organisation

Breakfast Club will be open to pupils from Year 5 to Year 8 from 8am until 8.40am. Children will be admitted and registered on arrival. Breakfast will be available from 8.00am to 8.30am. Parents will be contacted if a pupil has signed up for a session but has not attended and there has been no communication from parents to notify of an absence. Pupils details are available on SIMs including medical conditions, parent contact details, additional emergency contact details and allergies, and these will be available to Breakfast Staff during each session.

Behaviour

Because the Breakfast Club is run by the school, the existing school Behaviour Policy will be followed.

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. Breakfast club staff will follow existing school policies and procedures for child protection and the code of conduct.

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 exit. They will congregate in the designated area of 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 the medical office. If a child needs an inhaler, a member of the breakfast Club 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. If in doubt as to the application of this policy, parents are encouraged to contact the Breakfast Club Supervisor for clarification.

Risk Assessment

A separate risk assessment will be completed for Breakfast Club sessions.

Complaints

All complaints notified in writing by a parent regarding the Breakfast club will be investigated in line with the school complaints policy.

3. Monitoring and Evaluation

RBA's policy for breakfast club is reviewed bi-annually and is monitored and evaluated to ensure the volume of spaces adheres to the Health and Safety regulations.

4. Implementation and Review

This policy will be made known to all staff, governors and users of the facility. This policy will be reviewed bi-annually or as required.

5. Author and Date

Author: Flora Burt Senior Assistant Principal

Date: September 2020