

Amington Heath Primary School & Nursery Breakfast Club Policy



Adoption Date: 10th September 2018

Review: September 2020

Amington Heath Primary School & Nursery Breakfast Club Policy

AIMS

To provide a secure, welcoming, before school facility for all children and especially for parents that are unable to bring their children to school at 8.45 am. It is also intended to improve the welfare, attendance and punctuality of target children and hard to reach families.

OBJECTIVES

- To provide a welcoming, safe, secure environment for pupils before the start of the school day
- To encourage children and families with persistent attendance and punctuality issues to attend school more regularly and to be in school on time.
- To enable pupils to eat breakfast before the start of the school day in a pleasant and safe environment.
- To employ caring supervisory staff
- To provide a calm play environment for those pupils.
- To provide an affordable service for working parents.

PROCEDURES

STAFFING

There is a minimum of two Breakfast Club Supervisors and Breakfast Club cook in attendance from 8:00 am.

2 members of staff have paediatric first aid. All have level one safeguarding training and one has level 2.

Contingency arrangements for staff absences and emergencies

If a member of staff is absent, they must contact the Headteacher) or the Breakfast Club Supervisor (Mrs Tanya Gent) who will arrange cover.

Booking arrangements

Parents are not required to book in advance of their child attending the Breakfast Club.

There is no cost for children attending Breakfast Club.

Use of registers

Children are registered as they enter the Hall according to their year group.

Newcomers are added to the register.

The Breakfast Club supervisor retains the registers which are kept in the school office. At the end of Breakfast Club the supervisor tallies the numbers attending.

In case of an emergency where children have to be evacuated from the building, the register must be taken and the children checked against the register to ensure they are present.

ORGANISATION

Admissions:

The club is fully inclusive for children from Reception to Year 6. Any parent/guardian with a child that has any additional or special needs should record these on the compulsory membership form. This is so that any child can be appropriately welcomed into the club.

Breakfast club is open to all pupils from Reception to Year 6 from 8:00 am to 8.45 am. It is held in the school hall. Pupils enter the school hall from the Reception Entrance.

Pupils are welcomed by the supervisor who register the children, helps the younger children with their outer clothing and bags and finds out what each child would like for breakfast. The breakfast is then brought to the table.

As each child finishes her/his breakfast she/he then leaves the table and is free to take part in the activities provided in the hall and if permission is sought.

Emphasis is laid on good table manners and behaviour throughout.

Children are free to use the KS1, KS2 toilets if required.

All activities are cleared up by 8.45 am so that the children may leave the dining room to walk to their accompanied by the supervisor. KS1 children are escorted and handed over to the class teacher. Staff are on duty from 8.45 am in the classroom and on the playground.

The children's details, medical conditions, the parent's contact details, an additional emergency contact name, address and telephone number are kept in the School Office.

Charges:

20p per sessions for children in receipt of pupil premium funding

50p per session for all other pupils *or*

£2 per week.

Sessions can be carried forward if a child is absent from school but not if they are only absent from breakfast club.

Children pay for sessions on arrival. Any missed payments are chased by the office staff. A series of missed payments (5 days plus) may result in the child losing their place at breakfast club.

Breakfast Menu:

Our selection of food aims to offer a healthy balance. Children will be active in the preparation of their breakfast and will learn hygiene skills if parents have permitted them to do so.

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 is a Healthy School and abides by the guidelines set by the School Food Trust details of the food

Food served:

Bagels

Fresh fruit

Breakfast cereals

Porridge

Selection of fruit juice

Plain water

Yoghurts & Fromage Frais

Semi- skimmed milk

Breakfast club does not serve unhealthy foods as they do not meet the Government Standards for School Food. Further information regarding the Schools Food Trust can be found at

www.schoolfoodtrust.org.uk

From time to time for special occasions and events, the school may deviate from the above menu.

Resources

Breakfast Club resources are kept in the Breakfast PE cupboard in the hall.

Indoor Activities:

Each child is encouraged to make their own choices regarding the activities they choose to participate in. In keeping with the Play Values, breakfast club offer structured adult-led activities as well as free choice. Weekly programmes of activities may include:

- Art using various mediums and the exploration of cultural diversity
- Crafts using a wide variety of textures and materials
- Dressing up clothes to facilitate imaginative play
- Construction and Lego toys
- Board games
- Music/ dance

Communication with Parents

Verbal communication with parents/carers bringing children. Written notes to parents may be sent home with the children when required.

Parents may make appointments with the Head teacher to discuss matters pertaining to Breakfast Club.

Records of staff

In accordance with the Children Act Regulations, the address and telephone numbers of employees of the Breakfast Club and school are kept in the School Office/Medical Room.

Fire Procedure

Children should exit the dining room in accordance with the fire evacuation plan and assemble on the KS2 playground.

All registers should be taken and the Headteacher or Senior Staff informed of when the children are checked and present.

First Aid

If First Aid is administered, the treatment given is recorded on a medical treatment form. Copies of accident forms are sent home with the child that day to keep parents informed. Copies are kept in school.

Medication

Inhalers are kept in the Medical Room. If a child needs an inhaler, a Breakfast Club worker will accompany him/her to the Medical Room. It is the duty of parents to inform school fully of any medical conditions that may affect a child in school. This information should be handed in to the school office immediately.

Risk Assessment

A risk assessment has been carried out for Breakfast Club (see separate sheet)

Confidentiality of documents

Confidential documents are kept in the School Office

Complaints

All complaints notified in writing by a parent of a child attending the Breakfast Club should be investigated, using the OFSTED complaints form.

This policy has been approved and adopted by staff and Governors



Signed (Chair of Governors) Date.....

Signed Charlotte Davies (Headteacher) Date.....