

Amington Heath Primary School & Nursery Breakfast Club Policy



Adoption Date: July 2021

Review: July 2022

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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 in attendance from 8:00 am.

At least one member of staff has paediatric first aid. All have level one safeguarding training. All breakfast club staff are school employees have been appointed in line with the school safer recruitment policy.

Contingency arrangements for staff absences and emergencies

If a member of staff is absent, they must contact the Headteacher) or the Office Manager who will arrange cover.

Booking arrangements

Parents encourage to book in advance of their child attending the Breakfast Club however as long as we have a completed registration form, no child will be turned away.

Use of registers

Children are registered as they enter the Hall according to their year group. Newcomers are added to the register. Registers are kept in the school office.

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.

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 classroom 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.

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

Charges:

20p per sessions for children in receipt of free school meals

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.

Sessions will be charged for via Parent Pay. Accounts will be debited on a Monday for attendance the previous week. 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.

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

Toast

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 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 and jigsaws
- Ball games and sports
- Music/ dance

Communication with Parents

Parents may communicate messages to staff at drop off. Written notes to parents may be sent home with the children when required.

If needed, parents may make appointments with the Head teacher to discuss matters pertaining to Breakfast Club.

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

Confidentiality of documents

Confidential documents are kept in the School Office

Complaints

Any complains will be dealt with in line with school complaints policy which is available on the school website.

This policy has been approved and adopted by staff and Governors