

ALDERMAN RICHARD HALLAM PRIMARY SCHOOL

BREAKFAST CLUB POLICY



Aims

To provide a secure, welcoming, Breakfast Club; where children can enjoy a healthy breakfast in pleasant surroundings.

Objectives

- To provide a welcoming, safe, secure environment for children before the start of the school day.
- To enable pupils to eat a healthy breakfast before the start of the school day in pleasant, friendly surroundings.
- To employ staff who care about children and their development.
- To provide a calm place for children to play and learn in harmony.
- To provide a service that is accessible to all the children at school.

Procedures

There is one Breakfast Club Manager and six Breakfast Club Workers. The Breakfast Club Manager and two Breakfast Club Workers are in attendance from 7.30am. The school caretaker is on site from 7.00am. Senior members of staff are on site from 7.45am as are the other four members of Breakfast Club staff. The door to the dining room by the infant department is where children are welcomed by the manager who registers them. Children are registered as they enter the dining room. Pupils are to be brought into Breakfast Club by an adult or responsible person (a responsible person in this case is a young person aged 16 years or over). Parents and carers are asked to inform the Breakfast Club Manager of any change of address or telephone numbers in case of an accident or emergency. In case of a fire drill or an emergency where children have to be evacuated from the building, the register will be taken to the assembly point and children checked against the register to ensure they are present.

How to register

If you would like your child to attend Breakfast Club, forms are available from Breakfast Club school, school reception or you can download one from the school website.

Booking arrangements

A child needs to be registered with Breakfast Club, before they can attend, by completing all the necessary paper work (which includes a child's details, medical forms, parent or carer contact details, consent forms, additional emergency contact names, addresses and telephone numbers) then the child is welcome to attend on a full time or part time basis. Parents and carers are not required to book in advance of their child attending the Breakfast Club.

Fees

The cost for each child attending Breakfast Club is £3.50 per session per child. Payments can be made daily or weekly in agreement with the Breakfast Club Manager. Parents and carers of pupils entitled to Pupil Premium funding or Looked After Pupil funding can use these funds to pay for Breakfast Club fees. Parents and carers are asked to not let their fees run over more than 2 weeks and no outstanding payments must run into a new term or school year. If fees are in arrears, your child will no longer be able to attend Breakfast Club until those fees have been cleared. Payments can be made online. The Breakfast Club Manager will inform you of any outstanding fees. If you have any concerns with regards to payments, please speak to the Breakfast Club Manager.

Communication with Parents

Parents and carers can share any concerns with the Breakfast Club Manager, Miss Smith, when they bring their children in. Written notes to parents and carers may be sent home with the children when required. If a child has an accident parents and carers will be rung on their contact number if the accident is serious or contacted through an accident form if the injury is minor. Parents and carers may also wish to make an appointment with the Deputy Headteacher Mr Beardsmore to discuss any concerns relating to Breakfast Club.

Organisation

Breakfast Club is open to all pupils from Reception to Year 6 from 7.30 am to 8.50. Children in Y4 and above can leave the Breakfast Club at 8.40 and join their class line. Children in Year 3 and below will be accompanied by staff from the Breakfast Club to their class at 8.50am. School staff are on duty from 8.40am in the playground until the start of the school day. Breakfast is available to all pupils attending before 8:30. Staff are on hand to support children during breakfast. As a child finishes their breakfast they leave the table and are free to take part in the activities provided for that day. There is an emphasis on good table manners, good behaviour and having fun.

Healthy Eating

Children enjoy a range of healthy foods for breakfast and the menu includes a choice of cereals served with toast. Breakfast is accompanied by a drink of milk or water. Children's individual needs in terms of allergies and preferences are addressed through discussion with parents and carers.

Resources

The Breakfast Club is well resourced with school equipment and resources to ensure there is a good range of activities spread over the week. Children can take part in a range of activities. Children's physical skills are encouraged through access to a variety of construction equipment and craft activities. Children have access to good quality toys and equipment all of which are appropriate for their age and level of development which enables children to experience a range of play opportunities and to have 'fun.' All areas are prepared by staff before the children arrive however, if any child wanted a specific activity not planned on that day staff are happy to make this available. Children also have access to school laptops and iPads so they can complete their homework and staff are on hand to offer advice about homework and hear children read. Mrs Wesson is available daily to help children with their reading and spellings.

Staff

Miss Smith is the Breakfast Club Manager and she is supported by Mrs R Davies, Mrs M Blondeau, Mrs H Wesson, Mrs S Price, Miss A Witherington and Ms R Caulton. The school cook prepares breakfast for the children.

Records of Staff

In accordance with the Children Act Regulations, the address and telephone numbers, proof of identity for employees and DBS details are kept securely as part of the School Central Record in the School Office.

Medication

If a child needs an inhaler they should bring it along to Breakfast Club. It is important that your child's inhaler has their name on. All other medicines need to be administered by parents and carers before the club begins. Naturally there will be exceptions to this where children need access to an Epipen or insulin. In these instances the club will ensure that properly trained staff are in place to meet a child's particular needs.

Risk Assessment

All risk assessments for the Breakfast Club are included in the school health and safety file which is regularly audited by staff from Leicester City Council's Health and Safety Team. Parents and carers can be reassured that currently health and safety at Alderman Richard Hallam Primary School is judged to be Outstanding by the City Council.

Complaints

All complaints notified in writing by a parent or carer of a child attending the Breakfast Club will be investigated using the school complaints procedures as set out on the school website. Where appropriate an OFSTED complaints form will be used.