

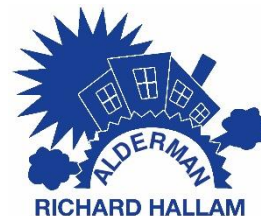


ALDERMAN RICHARD HALLAM PRIMARY SCHOOL

ARH – Educating a community of life-long learners

Breakfast Club Policy

Breakfast Club Policy



Aims

To provide a secure and 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, Paula Smith, and five Breakfast Club Workers. The Breakfast Club Manager and one Breakfast Club Worker are in attendance from 7.30am. The school Premises Officer is on site from 7.00am. Members of the School Leadership Team (SLT) are available from 7.45am. The other four members of Breakfast Club staff are on site from 7.45am. The door to the Dining Hall, adjacent to the KS1 wing, is where children are welcomed by the Manager who registers them. Children are registered as they enter the Dining Hall. 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); exceptions to this may be agreed in liaison with the Breakfast Club Manager and the Senior Leadership Team. 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 to complete on the school website which will then be emailed to the Breakfast Club Manager.

Booking arrangements

Before they can attend, a child needs to be registered with Breakfast Club 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 and email address). Once they have been registered, then the child is welcome to attend on a full-time, part-time or ad hoc basis. Parents and carers are required to book at least one week in advance of their child attending the Breakfast Club with full payment being made upfront. Refunds will not be issued if spaces are not used. You can book through the Breakfast Club booking email address; booking@aldermanrichardhallam.leicester.sch.uk or by texting/calling the Breakfast Club Manager on; 07867 433752.

Fees

The cost for each child attending Breakfast Club is £5.50 per session per child. Payments need to be made upfront to enable you to use the service. Parents and carers of pupils entitled to Pupil Premium funding can use these funds to pay for Breakfast Club fees but will still be required to book a week in advance due to limited numbers. Parents and carers should understand that if fees are in arrears from the last academic year, your child will no longer be able to attend Breakfast Club until those fees have been cleared and this will then be agreed by the Manager. Payments can

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be made online through Schoolcomms, through the Government Childcare Scheme or childcare vouchers from your employer. If you have any concerns with regards to payments, please speak to the Breakfast Club Manager.

Communication with Parents and Carers

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 notified 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 Nursery to Year 6 from 7.30am to 9.00am. Children in Year 4 and above can leave the Breakfast Club at 8.40/8:50am as appropriate to independently enter the school building and their classroom. Children in Year 3 and below will be accompanied by staff from the Breakfast Club to their class at 8.40/8:50am as appropriate. Breakfast is available to all pupils attending before 8:20am. 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 are a good range of activities spread over the week. Children can take part in a variety 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. This allows 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 that was not planned on that day, staff are happy to make this available.

Behaviour

Breakfast Club handles incidences of behaviour in line with the school's Behaviour Policy which can be found at <https://www.arhprimary.co.uk/policies/>. We have high expectations for the behaviour of all children who attend Breakfast Club. These expectations are shared with the children regularly throughout the school year. Children must not cause harm to themselves, others or damage property; they must not act in a way which negatively impacts on others.

It should be noted that Breakfast Club acts as a separate entity from the school. Incidences of negative behaviour which occur at Breakfast Club will be dealt with at the Club and at the discretion of the Breakfast Club Manager in liaison with the school's Senior Leadership Team.

Where a child's behaviour is persistently disruptive, we will pursue avenues of support to enable them to change their behaviours. This can include, but is not limited to, restorative conversations, work with parents and carers, and support on how to manage their emotions.

Temporary suspensions or the permanent banning from Breakfast Club may be issued in the event of persistent misbehaviour or in response to significant incidences of negative behaviour. The parents and carers will be informed immediately and given reasons for the action taken.

We ask that our parents and carers model excellent behaviour on school grounds and demonstrate how to resolve conflicts appropriately through calm discussion. For more details on this, please refer to our Parents and Carers Code of Conduct.

Staff

Miss Smith is the Breakfast Club Manager and she is supported by Mrs R Davies, Mrs M Blondeau, Mrs H Wesson and Mr A Blondeau. Breakfast is prepared by the Breakfast Club staff.

Safeguarding

A school Designated Safeguarding Lead is contactable by Breakfast Club staff should any safeguarding concerns arise. Please refer to the school's Safeguarding Policy for more details.

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 96% compliant in our 2022 audit 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. Please refer to the school's Complaints Policy for more details.

Date for review: September 2025