



BREAKFAST CLUB POLICY

'The best for Every Child'

AIMS

To ensure children are provided with a safe, secure and friendly environment in which they can enjoy a healthy, nutritious breakfast under the supervision of caring staff from 7.30am daily.

OBJECTIVES

- To provide a welcoming, safe, secure environment for pupils before the beginning of the school day from 7.30am to 8.50am.
- To enable pupils to enjoy a healthy, nutritious breakfast in line with the school's healthy eating policy before the start of the school day in a pleasant, relaxed atmosphere.
- To employ caring supervisory staff.
- To provide a calm play environment for pupils.
- To provide an affordable service to parents and carers.

PROCEDURES

Booking Arrangements

- The Breakfast Club will be open daily during term time but closed for INSET days and statutory holidays.
- Parents and carers must book and pay in advance. Sessions are to be attended in agreement with the school and should be pre-booked.
- The charge per session, per child, is £3.00 regardless of time of arrival. Payment (cash, cheques or child vouchers – please notify school of child voucher provider and any subsequent changes to the scheme) can be made to the Breakfast Club Manager on arrival (cheques payable to Leeds City Council) or prior to attending the club at the school office. If a cheque is refused at the bank then all charges incurred by the school will be passed onto the parent.
- Non-payment of fees may result in the withdrawal of the service to the parent/carer.
- Extra sessions can be booked **subject to availability** – please contact the School Office on 0113 2253040.
- One term's notice will be given by school of any proposed variation in fees.
- One month's written notice is required if you wish to withdraw your child from the Breakfast Club.
- It is vital you inform us if your child is not attending the club, including illness.
- If you wish to cancel a session your child is booked in for please let us know as soon as you can, so that the places can be given to other children. Please note that refunds are only available for long term absence such as illness which lasts longer than six school days.

Registration

- An attendance register will be taken daily. Newcomers will be added to the register.
- In case of an emergency where children have to be evacuated from the building, the register must be taken and children checked against it to ensure they are all present.

Staffing

There is one Breakfast Club Manager, together with Assistants on duty depending on number of pupils attending.

All staff will be DBS cleared. The ratio of staff to children is 1:8.

ORGANISATION

- Any child absences can be reported to the school office
- Breakfast Club is open to all pupils of Cookridge Holy Trinity C of E (A) Primary School from Reception to Year 6 from 7.30am to 8.50am. It is held in the small school hall.
- The maximum number of places available is **capped at 24** on a daily basis.
- Pupils will be welcomed by the Breakfast Club staff who will register the children. Children then will help themselves to whatever they would like to eat for breakfast.
- As the children finish their breakfast, they will leave the table and join in any of the activities laid out in the hall.
- Children are encouraged to demonstrate good table manners and behaviour throughout.
- Breakfast will stop being served at 8.25am in order to allow sufficient time to clear away food and crockery.
- The child's details, medical conditions, parents/carers' contact details, an additional emergency contact name, address and telephone number are kept in the school office.

Behaviour

The Breakfast Club follows the School's Behaviour and Sanctions policy.

All children are expected to behave well, show respect, be polite, look after equipment and resources, and be co-operative and courteous to staff and to each other.

Children who do not behave well or do not show respect for staff or each other will have three opportunities to improve their behaviour. If, after the third time, behaviour is still an issue, the parent/carer will be informed and the child's behaviour will be monitored closely. Should behaviour continue to be a problem, the school reserves the right to withdraw the place at the breakfast club for the child either temporarily or permanently.

Communication with Parents

- Verbal communication with parents/carers bringing children.
- Written notes to parents may be given to the child to hand to their parent/carer or a text message if necessary.
- Parents/carers may make appointments with the School Business Manager or Headteacher to discuss matters pertaining to the Breakfast Club.

Medicines

The school would prefer that medicines are not brought into the club, however, if your child is on medication, you must hand the medicine in to the Supervisor and complete the necessary documentation. Medicine can be collected at the end of the school day from the school office – unless your child attends The After School Club and then it can be collected from there.

Personal Property

- All items of clothing should be clearly marked with the child's name.
- Children should not bring in any electronic devices or other valuable personal property as the club cannot accept responsibility for loss or damage to it however it may be caused.

Fire Procedures

Children should exit out of one of the hall doors leading on to the playground and assemble in a line on the school playground.

A register will then be taken to ensure all children are present.

First Aid

First aid will be provided in line with school procedures and a note issued to parents if necessary.

Risk Assessment

A risk assessment has been carried out for Breakfast Club and is held in the school office.

Confidentiality of Documents

Confidential documents are kept in the school office.

Complaints

We hope that you never have cause to complain but if you do, please follow this procedure:-

- Firstly, speak to the Breakfast Club Manager; your concern may be quickly allayed by them.
- If you are still not satisfied, please make an appointment to speak to the School Business Manager or Headteacher.
- If you are still not satisfied, you will need to put your complaint in writing and address it to the school governors following the School's Complaints Procedures Policy. A copy of the policy is available on request from the school office.

COOKRIDGE HOLY TRINITY C OF E (A) BREAKFAST CLUB POLICY

Please sign both parts of the form, return one to the School Office and retain one for your records.

I have read and agree to the terms detailed in the Cookridge Holy Trinity C of E (A) Breakfast Club policy.

Parent/carer of _____ (child's name)

Signed _____ Date _____

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