

# Saxlingham Nethergate CEVC Primary School

## Breakfast Club Policy



<b>Formally adopted by the Governing Board of:-</b>	<b>Tas Valley Federation</b>
<b>On:-</b>	
<b>Chair of Governors:-</b>	<b>Diane Perry-Yates</b>
<b>Last updated:-</b>	<b>July 2024</b>

## **Breakfast Club Policy Policy**

<b>Name of school:</b>	Saxlingham Nethergate CEVC Primary School
<b>Date of Policy:</b>	Spring 2024
<b>Next Review:</b>	Spring 2026
<b>Members of staff Responsible:</b>	Headteacher

### **1 Aims and objectives**

- 1.1 The aims of our Breakfast Club Policy are:
- To provide a secure, reliable and effective childcare option for parents/carers;
  - To provide a welcoming, safe, secure environment for pupils before the beginning of the school day;
  - To enable pupils to eat breakfast before the start of the school day in a pleasant, relaxed environment;
  - To provide a calm play environment for pupils.

### **2 Organisation**

- 2.1 All pupils of Saxlingham Primary School are welcome to attend Breakfast Club.
- 2.2 Breakfast Club opens at 8am and runs until the start of the school day.
- 2.3 Breakfast Club is usually held in the school hall.
- 2.4 Bookings should be made in advance via the school office. Children's details, medical conditions and emergency contact details are kept in the school office, and this information is accessible to the Breakfast Club Supervisor. This information can also be obtained on Pupil Asset.
- 2.5 It is the responsibility of parents/carers to notify the school of any changes to contact details.

### **3 Registers**

- 3.1 Children are registered on arrival at Breakfast Club. In case of an emergency where the school has to be evacuated, the register must be taken and the children checked against the register to ensure that they are all present.

### **4 Staffing and Supervision**

- 4.1 The children are adequately supervised at all times. One member of staff is employed as a Breakfast Club Supervisor. All members of school staff are

DBS checked. The Breakfast Club Supervisor holds a First Aid Certificate and a Food Hygiene Certificate.

- 4.2 Other members of staff are available on the premises, and can assist with any needs. Members of the Senior Leadership Team are contactable in the event of any queries or staffing issues.
- 4.3 Arrangements for cover due to staff absence are the responsibility of the Senior Leadership Team.

## **5 Food and Activities**

- 5.1 Children will be offered a range of cereals, toast, milk or water for breakfast; food is purchased in regard for dietary requirements and any known allergies. Following breakfast, a number of activities will be on offer for the children to participate in. All resources necessary for the club will be purchased through the school budget.

## **6 Behaviour Policy**

- 6.1 The school's Behaviour Policy applies to Breakfast Club. Children are expected to show a good standard of courtesy and behaviour at all times. If there are concerns regarding a child's behaviour, then parents/carers will be contacted. Ultimately, suspension from Breakfast Club would be a final sanction when all other possible strategies have been explored.

## **7 Pricing**

- 7.1 From September 2024, Breakfast Club is £4.50 per session per child.
- 7.2 Fees cover the costs of staffing and administration, food and other day-to-day running costs (e.g. equipment).
- 7.3 It may be necessary to increase fees from time to time; parents/carers will be given one month's notice of any increases to fees.
- 7.4 Pupil Premium funding may occasionally be used to subsidise this facility for eligible children. This is decided on a case-by-case basis, matched to the child's individual needs and circumstances.
- 7.5 The Breakfast Club is run on a non-profit making basis.
- 7.6 Charges may be subsidised for the children of staff members, but this is at the discretion of the Headteacher.

## **8 Fire Procedure**

8.1 The Fire Evacuation Plan applies to Breakfast Club and the assembly point is the school field. On assembly, the register will be taken. Pupils remain under the supervision of the Breakfast Club Supervisor until the all clear is given.

## **9 First Aid**

9.1 The school First Aid Policy and Procedures apply to Breakfast Club.

## **10 Safeguarding**

8.1 The school Safeguarding Policy and Procedures apply to Breakfast Club.

## **11 Associated Policies**

11.1 Please see the associated policies:

- Allergies;
- Anti-Bullying;
- Attendance;
- Bad Debt;
- Behaviour;
- Charging and Remissions;
- Disability Equality;
- First Aid;
- Food;
- Gender Equality;
- Health and Safety & Health and Safety Commitments;
- Healthy Eating;
- Intimate Care;
- Racial Equality;
- Safeguarding and Child Protection;
- Single Equality;
- Staff Code of Conduct;
- Whistleblowing;

## **12. Monitoring and review**

12.1 The policy will be reviewed every 3 years.