

BREAKFAST CLUB POLICY

Reviewed Spring 2020

Our breakfast club is a vibrant and fun environment for children where they enjoy a range of playful activities along with a nutritious breakfast.

In order to enrich our exciting and diverse curriculum, we offer a continually expanding range of first-hand learning experiences and extra-curricular activities tailored to meet the needs of children at different stages of their school career.

Through every strand of school life, we aim to promote the spiritual, moral and cultural development of every child, alongside the academic, to prepare them for the opportunities, responsibilities and challenges that life offers.

Aims

- To offer a safe, secure and friendly environment in which children can enjoy a healthy, nutritious breakfast under the supervision of qualified staff.
- In accordance with the school's healthy eating ethos, to provide a nutritious breakfast served in a relaxed and supervised environment.

Opening Times

The Breakfast Club will open term time only every morning, Monday to Friday 8:00 – 8:45 a.m. (Breakfast is served from 8 – 8:30 a.m.).

Breakfast club is not available on INSET days.

An online register is taken when the children arrive.

Breakfast comprising cereal, toast, porridge fruit and juice is provided, as well as activities for the children.

Once the children have eaten:

In the winter and spring terms when the weather is cold or wet, children can play board games, draw, do origami, read and chat to one another. There are plenty of resources to choose from.

In the Summer term they will be able to play outside in the playground, supervised by a member of staff.

All breakfast club members go out to the playground at 8.45 a.m., ready to line up. They are supervised by a member of the teaching staff from 8.45 a.m. until 9 a.m.

Key members of staff

- Extended Services Leader: Mr Vijith Vijay
- Kitchen Supervisor: Mrs Rohima Begum
- Breakfast Club Leader: Mrs Karen Mudd
- Supervision and Assistance: Mrs Sadeka Mindola
- Nursery Breakfast Club Leader: Mrs Munira Ravat

All staff are DBS checked, and have had appropriate training.

The ratio of staff to children is in line with Government recommendations.

Admissions

The club is fully inclusive for children from Nursery to Year 6. Any parent/guardian with a child that has any additional or special needs should speak to Mr Vijay. This is so that any child can be appropriately welcomed into the club.

Fees and Payment

The cost is £2.00 per child per day.

Payment is made online through the parent's school money account.

Location of Breakfast Club

The Club sessions are held in the Community Hub. Entrance is through the gate on Thackeray Road. The gate opens at 8:00am and closes at 8:30am.

Policies and Procedures

School Policies relevant to the Breakfast Club include :

- Safeguarding Policy
- Health and Safety
- School Behaviour Policy

Behaviour

The School Behaviour Policy is followed to ensure consistency for the children at the club and throughout the school day.

Parental/Pupil Feedback

We value and monitor feedback consistently to understand whether our parents and children are happy with the provision, and how we can make it better.

Complaints Procedure

In line with school policy, please contact Mr Vijith Vijay, Lead Responsibility for Extended Services of any concerns in the first instance.

Guidelines for Children, written specifically for the pupils attending

We need to have rules at Breakfast Club to keep everyone safe, healthy and happy.

Children are expected to follow these rules:

- Follow adult instructions at once
- Implement the school's core values of Honesty, Kindness and Respect
- Be polite to everyone
- Respect other people's property
- Keep our hands and feet to ourselves
- Behave in a calm and quiet manner
- If you are not happy or if you have a problem, please tell an adult who will be happy to help you

Guidelines for Parents/Carers

- Please pay club fees promptly. If you have a problem paying the fees or your circumstances change, please talk to Mr Vijith Vijay. We try our best to assist parents in stressful times.
- All matters will be dealt with as quickly as possible and with discretion
- In the unlikely event of us having difficulty with your child's behaviour, we will contact you. If your child does not follow the rules of the club, then we will follow the consequences as outlined in our Behaviour Policy.
- If you wish your child to attend Breakfast Club, please arrive at the entrance gate on Thackeray Road from 8am and ring the buzzer. A member of staff will open the door and let you and your child/ren in
- Please do not send your child earlier than 8am as we cannot open the gates or doors any earlier than 08.00 a.m.
- Children under the age of 10 should not be left outside the gate unsupervised. All children under the age of 10 must be escorted by families to the entrance and meet a member of the Extended Services team. Our Early Help and safeguarding team carefully monitor these areas to ensure that families are following these expectations keeping our children safe.

Fire Procedures

In the event of a fire, children and staff will follow the normal school procedures, leaving the building calmly via the closest exit. They will congregate in a line outside the HUB in the playground. The club's register for the day will be called and all names will be checked. There will be a fire practice in accordance with the School's emergency fire and evacuation policy.

Health and Safety

Breakfast club is run by the school and the existing Health and Safety Policies will be followed. All areas are regularly monitored by staff to ensure the safety of the children.

Equal Opportunities

Breakfast club will take positive steps to ensure that provision is made for a safe, caring and welcoming environment, which promotes and reflects cultural and social diversity and is equally accessible to all. All children and their families will be treated with equal concern and value.

Safeguarding

In accordance with Safeguarding arrangements, all staff involved in the running of the Breakfast Club will have all Enhanced DBS checks in place. These records are held in the school office. Breakfast club staff will follow existing school policies and procedures for safeguarding and child protection, and the code of conduct.

Accidents

Accidents will be treated by a trained first aider and the accident will be recorded in the first aid book.

Policy Review

This policy will be reviewed and evaluated by the School's Senior Leadership Team and will be reviewed every two years.
