

Fairhaven Primary School



Achieving together, Believing together, Caring together

Breakfast Club Policy

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Rationale

The Breakfast Club is organised by Fairhaven Primary School. It is an extended school activity designed to allow children to be in school from 7:45 onwards to have the opportunity to have a choice of food and drink for a healthy start to the day, and to join in activities on offer. They are also encouraged to be independent at these times and to make decisions for themselves through the choice of food and drink and to participate in informal activities with each other developing social and interactive skills.

Objectives

- 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 those pupils.
- To provide an affordable service for working parents.

Organisation

The Breakfast Club is open to all pupils attending Fairhaven Primary School. It is open from 7:45 to 8:50, but children should arrive no later than 8:25 to enable staff to clear food and clean before the start of the school day. It is held in the school hall. The child's details, medical conditions, the parent's contact details, an additional emergency contact name, address and telephone number are kept in the School Office. It is the responsibility of the parents to ensure that the office is informed of contact changes.

Use of registers

All pupils MUST be delivered to the school hall entrance and signed in by an adult on the register. Breakfast Club staff will ensure that younger pupils are helped with putting their belongings away during the Breakfast Club session.

The Breakfast Club Supervisor retains the registers which are kept in the school office. In case of an emergency where children have to be evacuated from the building, the register must be taken and the children checked against the register to ensure they are present.

Food and Activities

Children will be offered a range of food for breakfast.

Following breakfast, a number of activities will be on offer for the children to participate in. These will include craft activities, games and toys.

Staffing and supervision

The children are adequately supervised at all times. A minimum of four staff are on duty. All members of staff have enhanced DBS clearance. At least two members of staff on duty hold current Paediatric First Aid certificates. At least one member of staff on duty has gained a food hygiene certificate.

It is the responsibility of the parent to ensure that the children are handed over safely to the staff.

Behaviour Policy

We have adopted the School's Behaviour Policy, which is based on a whole school approach to positive reinforcement and modelling of good behaviour. Children are expected to show a good standard of courtesy and behaviour at all times. If there are concerns with behaviour then parents will be contacted. Ultimately exclusion from Breakfast Club will be the final sanction when all possible strategies have failed.

Charging/Booking Policy

- A link to electronic half-termly booking forms is published on the school's website and sent home to parents before the end of the preceding half term.
- Completed booking forms must be returned to school at least a week in advance of the booking to secure a place, subject to availability.
- Half termly booking will be given preference over weekly bookings.
- Fees must be paid weekly in advance.
- Places booked are not transferrable and will be chargeable whether or not your child attends whatever the circumstance (as the costs for organised supervision remain the same whether or not your child attends).
- A week's notice is required for the cancellation of advance bookings.
- Breakfast Club facilities are run to assist parents with childcare - the school does not have the resources to chase up non-payment of fees. ***Therefore, we reserve the right to withdraw places if payment is not made in advance.***
- Payment may be made by BACS (please ask for a letter to complete transfer), cash, cheque (payable to 'Dudley MBC' with your child's name and 'Breakfast Club' written on the back) or credit card. Child Care vouchers are also accepted.
- In an event of an emergency, you may contact the school to see if a place is available at short notice. This is subject to places being available.
- Places will not be available to children arriving at breakfast club without booking.

Fire Procedure

Children should exit the hall and assemble on the playground.
All registers should be taken and the children checked.

First Aid

If First Aid is administered, the treatment given is recorded in the school accident book. A note and/or telephone call will be made to inform parents of what treatment the child has received.

Risk Assessment

A risk assessment has been carried out for the Breakfast Club this will be reviewed annually.