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Breakfast club policy

October 2015

Other related academy policies that support this Attendance policy include H&S, Behaviour, Safeguarding and Child protection, Equal opportunities

Dated issued: October 2015
Ratified by EAB on: 14.12.15

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.
- To enhance the community spirit embraced by Craven Primary Academy and contribute towards the extended school role.

Opening Times

- The Breakfast Club will open term time only on:
- Every Morning Monday to Friday from:
- 8:00 - 8:50 a.m. (Breakfast served from 8 - 8:30)
- Breakfast comprising cereal, toast, fruit and juice will be provided and activities for children once they have eaten will be offered.
- Children will **not be** admitted into the Breakfast Club **after 8.30am**.
- All children will be sent, through the school, straight to their classrooms at the end of each session.
- Breakfast club is open to pupils in Years 1 - 6.

Staff

- There will be a minimum of 2 key members of staff.
- They may be assisted by volunteer helpers at times.
- All staff and volunteers will be CRB checked and have had appropriate training.
- The ratio of staff to children is in line with Government recommendations.
- The senior members of staff will keep a list of all members of the breakfast club and a register of attendance will be taken daily.

Fees and Payment

- Breakfast club is offered to pupils of Craven Primary School during term time only. At Craven Primary we value the ethos and function of the Breakfast club therefore, at this time there is no parental cost to the Breakfast club. However, this could change in the future and if this does there will be consultation and prior notice given to all stakeholders.

Parental/Pupil Complaints procedure

- In line with school policy please inform Mrs. S Heslop or Mrs. L Durham of any concerns, in the first instance. If the complaint cannot be resolved then Mrs. Hamby, Senior Admin Officer or Mrs. Jayne Winstanley, Education Support Officer, will deal with the issue who may pass it further to the Deputy Head teacher (Mr. Phillips) or Principal (Mrs. Bartle)

Any Safeguarding or Child Protection related issues go straight to the Safeguarding team, Mrs. T Bartle, Mrs. Hamby or Mrs. Winstanley (see the Safeguarding policy)

Policies

- School Policies relevant to the Breakfast Club include Equal Opportunities, Health and Safety, Safeguarding and the Behaviour Policy.

Guidelines for Children

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

You will be expected to follow these rules

- Follow adult instructions at once
- Be polite to everyone
- Respect other people's property
- Keep our hands and feet to ourselves
- Behave in a calm and quiet manner
- Do not leave the Breakfast Club room once you have been signed in unless an adult gives you permission.
- If you are not happy or if you have a problem, please tell an adult who will be happy to help you.
- If you have difficulty following these rules then you may be asked to leave the club.

Guidelines for Parents/Carers

- Before a child can attend Breakfast Club a permission form must have been collected from the office, signed and handed back in to a member of the office staff.
- If you wish your child to attend Breakfast club, arrive at the Hall doors from 8am and a member of staff will open the door and register your child in.
- Please do not send your child earlier than 8am.
- No child will be admitted to the Breakfast Club after 8.30am.
- Children are provided with a healthy breakfast of which there are several items of choice and therefore children are not permitted to bring their own breakfast items, unless there is a medical need which has been discussed with a doctor or the school nurse.
- Children do not have to eat the breakfast provided and if as a parent you wish for your child to eat breakfast at home, children are still able to participate in breakfast club but simply access the provision.
- 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 after consultation with you and due warning, the child's place will be forfeited.

