

Barmby on the Marsh Primary School Breakfast Club Policy & Procedures

The breakfast club opened in September 2006. After a consultation period supported by the school and the extended schools coordinator, interest was shown in the venture and from consultations, a clear need was demonstrated. Only children attending Barmby on the Marsh Primary School can attend breakfast club.

Vision Statement :

To provide a breakfast club which supports working families, by providing a safe, healthy and useful environment for pupils from 8am to 8.50am on school days.

Aims :

- 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 employ caring supervisory staff
- To provide a calm play environment for those pupils
- To provide an affordable service for working parents and carers

The club is subject to the same policies and procedures that apply to the school :

- Race
- Equality policy
- Behaviour & Anti-bullying policy
- Child protection and safeguarding policies

Breakfast club is subject to all the same regulations, processes and procedures as described in the school's Safeguarding policy and in all associated health and safety, employment and child protection policies. The breakfast club is also subject to all relevant risk assessments. The same three key rules apply that are the basis of the School's behaviour and anti-bullying policy.

The head teacher is ultimately responsible, though teaching staff or the administrator may act on his behalf if he is absent. It is not expected that the head teacher is always on site whilst the club is in operation.

Staffing

- Maximum ratios 1:8, if there are over 8 children booked into breakfast club, then the school will have two members of staff on site

Contingency

- If a member of staff is absent, they must ring the head teacher before 7.15am on the morning of absence then the head teacher can arrange cover or cover this himself

Booking

- All bookings and cancellations must be done through the school office only
- A minimum of 24 hours notice must be given for booking
- Parents may reserve places every day of the week or a specific combination eg every Monday
- Price is £3.50 per child, per session. Parents are billed on a monthly basis and are expected to pay within the month
- The club is unable to take incidental one off bookings or payment at the door

- If a child(ren) does not show at breakfast club without notice being given to the school office by the close of business on the day before, then the full rate of £3.50 will be charged
- Parents may contact the FISH helpline for advice on reclaiming costs back via Working Families Tax Credit

Use of Registers

- Children are registered as they enter the middle classroom newcomers are added to the register
- The breakfast club supervisor retains the registers which are kept on a shelf in the office in case of absence
- At the end of breakfast club the supervisor tallies the numbers attending
- 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

Organisation

- Breakfast club is open to all pupils from Foundation to Year 6 from 8am to 8.50am
- Pupils enter the school through the main entrance, the parent or carer must ring the bell, wait for a member of staff to come for the child(ren)
- Pupils are welcomed by the supervisor who registers the children, helps the younger children with their outer clothing and bags and finds out what each child would like for breakfast
- As each child finishes their breakfast, they can leave the table and undertake one of the activities which are laid out
- Emphasis is laid on good table manners and behaviour throughout
- All activities are cleared up by 8.45am so that the children can walk to their classroom
- The child's medical conditions, parent contact details, emergency contact etc are kept in the school office
- A variety of breakfast is available eg. Juice, cereals, cereal bars and toast

Communication with Parents

- Verbal communication with parents/carers bringing children
- Written notes to parents may be conveyed through the school office
- Parents may make appointments with the headteacher to discuss matters pertaining to breakfast club

Records of Staff

- In accordance with the Children Act Regulations, the address and telephone numbers of employees of the school are kept in the school office

Fire Procedure

- Children should exit through the middle room through the corridor fire door and assemble on the playground
- All registers should be taken and the headteacher should be informed when the children are checked and present

First Aid

- If first aid is administered, the treatment given is recorded in the school's accident book. A bump slip may be necessary as well as informing parents and carers

Medication

- See administering medicines policy

Risk Assessment

- A risk assessment has been carried out for breakfast club (see separate sheets)

Confidentiality of Documents

- Documents are kept in the school office

Complaints

- All complaints notified in writing by a parent of a child attending the breakfast club should be investigated, using the school's complaints procedure

This policy will be reviewed every three years or sooner if required.

November 2013