

Highfield Community Primary School



BREAKFAST CLUB POLICY

2016-2017

Highfield Community Primary School Breakfast Club will commence in January 2017 in the Family Room, to serve the whole school community (Reception to Year 6) and to provide a safe and secure; friendly out of school hour's environment in which children can enjoy a healthy and nutritious breakfast under the supervision of qualified staff.

The Key aims of the club are:

- To provide the highest possible standard of care in a safe, secure, caring and supportive environment, where the children feel comfortable and happy before starting the school day
- To enable children to eat breakfast before school in a pleasant, relaxed environment
- At the end of the session, children are well fed, happy and ready to learn.
- To help children remain aware of the importance of a healthy breakfast
- To create opportunities to support learning
- To employ caring, qualified and supportive staff

Opening Times

The Breakfast Club will open term time only for children in Reception-Year 6 on:

Monday to Friday 7.45 - 8.45am.

Staff

Our breakfast club will be run by school staff. All staff are in possession of an enhanced DBS certificate and conform to all of the Schools employment requirements. Staff are suitably trained in First Aid and Food Hygiene.

Appropriate adult: child staffing ratios will be maintained at all times.

Booking Arrangements

Before a booking can be made Parents must complete a Breakfast Club Registration Form. Registration Forms are available on the school website, or from the school office.

Bookings for breakfast club are made via the school office by completing a booking form and returning it to the school office. Booking forms are available on the school website, or from the school office.

Bookings can be made on an ongoing recurrent basis or on a weekly basis – for recurrent bookings please state on the booking form which days of the week your child will attend breakfast club.

For weekly bookings, the deadline for booking is 3pm on Wednesday of the previous week – this is to ensure that the breakfast club team can put the appropriate staffing levels in place to supervise children, maintain adult: child ratios and also order the appropriate stock levels of food. The 3pm Wednesday deadline also applies to any changes to bookings or cancellation of bookings.

Bookings for the first week of any term must be made by the Wednesday of the last week of the previous term.

The breakfast club team will not be permitted to allow a child to attend who has not booked and paid for a place – this is to ensure compliance with adult: child ratios and other health and safety requirements.

Bookings will be made on a first come, first served basis.

Sessions missed, including those through illness, will be chargeable.

Children must be accompanied to the Breakfast Club by an adult and signed in and handed over to a member of breakfast club staff.

Fees and Payments

Breakfast Club is offered to pupils of Highfield School during term time only.

We offer breakfast and activities and start at 7.45am until 8.45am. The cost of the session is £3

Payment should be made in full for the following week by 3pm on the previous Wednesday, or by 3pm on the Wednesday of the last week of each term.

Payments can be made by cash or cheque to the school office.

There is no discount for those children not having breakfast, the fee includes the price of the food.

Breakfast Menus

A nutritious breakfast is provided, which includes cereal, toast, fruit juice, milk or water.

This is included in the price.

Activities

The Breakfast Club provides a variety of free play and structured play with a broad range of activities and freedom for children to choose their own activities.

Behaviour

The Breakfast Club will operate the same behaviour policy as School and any incidents of inappropriate behaviour will be reported to the Headteacher and the Breakfast Club Manager will speak to the parents/carers of the child(ren) involved.

Other Policies

The club will follow the School policies for Anti-Bullying, Child Protection, First Aid, Health & Safety and Complaints Procedure. Appropriate Risk Assessments will be carried out for the Breakfast Club. Pupil Registration Forms including allergies and emergency contacts will be held by the Breakfast Club Staff who has use of a school phone when necessary.