



Crowlands Primary School

**Breakfast Club
2017 - 2018**

Approved: Headteacher
Approved: L&M Committee
Agreed: Summer 2017
Review Date: Summer 2018

Aims:

To ensure children are provided with a safe, secure and friendly environment in which they can enjoy a healthy, nutritious breakfast under the supervision of caring staff from 7.30am daily.

Opening Times:

Monday to Friday 7.30am – 8.40am term time only.

Breakfast stops being served at 8.15am.

Admissions:

- The club is fully inclusive for children who attend Crowlands Primary School. Any parent or carer who has a child with any additional needs should record these on the compulsory registration form. This is so the child can be appropriately welcomed to the club.

Registration:

- An attendance register will be taken daily; Newcomers will be added to the register.
- At the end of the session children will be escorted to their respective classrooms.
- In case of an emergency where children have to be evacuated from the breakfast club the register must be taken and children checked against it to ensure they are all present.

Payment Procedures:

- Cost of the breakfast club is £3.50 per session regardless of time of arrival. This will be reviewed annually.
- The fee must be paid either in advance or on the day to the breakfast club supervisor.
- Records of payments and all monies will be kept in the finance office.
- No child will be turned away from breakfast club for non-payment but parents/carers will be contacted by the school office and payment required the following day. Failure to do so will result in the child's place being withdrawn.

Staffing:

There will be a minimum of two staff daily at the breakfast club. Two extra staff are employed on a casual basis and will be asked to work when necessary.

Members of staff on duty are first aid trained and all staff are DBS checked. As well as breakfast club staff, office staff, senior leadership team and other qualified members of staff are on the premises.

Routine:

Due to safeguarding issues parents/carers are not permitted at breakfast club.

- Breakfast club is situated in the Crowlands Hub, entrance is via Lessington Avenue .
- Children line up in order and collect their food/beverage on arrival to the club.
- Children are expected to help clear up their own breakfast dishes and cups.

Breakfast Menu:

Our selection of food aims to offer a healthy and nutritious breakfast. The breakfast menu consists of three categories: cereals, fresh fruit and yoghurts and toast with various toppings. The children will have the option to select two out of the three choices. Juice, milk and water are available. The registration form must detail any specific food requirements a child has. Please don't send any food in with your child as they will not be permitted to eat their own food in breakfast club. Make sure that any food your child eats on route is finished before registering for breakfast club.

Behaviour:

The breakfast club follows key aspects of the schools' behaviour policy.

All children are expected to behave well, show respect, be polite and look after equipment and resources, be co-operative and courteous to staff and to each other.

Children who do not behave well or do not show respect for staff or each other will have two opportunities to improve their behaviour. If after the second time behaviour is still an issue the child's name and nature of the incident will be recorded in a behaviour/incident log and a time out period given. If a child's name appears on more than three occasions in the log, parents will receive a phone call from a member of the senior leadership team to discuss their behaviour. Continuous inappropriate behaviour can result in a child being unable to attend breakfast club in the future.

Medicines:

Medicines are not allowed into breakfast club, however, if a child has been prescribed medication, arrangements must be made to complete the necessary documentation. If a child has a specific medical condition, for example asthma/allergies, breakfast club MUST be informed on the membership form. Medication kept in classrooms will not be accessible. Medication (Asthma pumps/Epipen) kept in the school medical room will be accessible if required.

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. The register will be taken and children checked against it to ensure they are all present. There will be a fire drill in accordance with the schools emergency fire and evacuation policy.

Emergencies:

As part of the membership form parents will be asked emergency contact details to enable staff to contact them in case of an emergency.

Complaints:

We hope that you never have cause to complain but if you do please follow this procedure:

- Firstly speak to a member of the breakfast club. Your concern may be quickly allayed by them.
- If you are still not satisfied, please speak to a member of the SLT (Senior Leadership Team) or make an appointment to speak to them by contacting the school office.
- If you are still not satisfied, you will need to put your complaint in writing and address it to the Chair of Governors following the School's complaint procedure. A copy of the policy is available from the school office on request.

Policy Review: This policy will be reviewed and evaluated by the schools leadership team annually.