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Breakfast Club Policy

Weston St Mary CE Primary School

Reviewed by:	Date:	Changes made:
AC	February 2025	New Policy

Schools serving their communities through excellence, exploration and encouragement within the love of God

I can do all things through him who strengthens me ~ Philippians 4:13

BREAKFAST CLUB POLICY

Rationale

Our breakfast club is organised by Weston St Mary CofE Primary School. It is an extended school activity designed to allow children to be in school from 8:00 am 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. Children 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 employ caring supervisory staff
- To provide a calm play environment for those pupils.
- To provide an affordable service for parents/carers.

Organisation

The breakfast club is open to pupils attending Weston St Mary CofE Primary School. Due to the number of staff available, if demand exceeds the number of places available, a waiting list will be maintained. The club will be open from 8:00 am until 8:45 am. Our breakfast club 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/carers to ensure that the office is informed of contact changes.

Use of Registers

Children are registered as they enter breakfast club. The breakfast club supervisor retains the registers, which are kept in the school office. 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.

Staffing and Supervision

The children are adequately supervised at all times. A minimum of one staff member is on duty in school at all time. Members of the staff are DBS checked, hold a current first aid certificate and has completed the food hygiene course. It is the responsibility of the parent to ensure that the children are handed over safely to the staff.

All children must be booked into the club and fees need to be paid in advance to reserve the vacancy requested. Responsibility for the children is only taken if the children are correctly booked in and handed over to the staff by a parent or carer. Parents/Carers should give a term's notice of the decision to stop using the club.

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Food and Activities

Children will be offered a range of food for a healthy breakfast. Healthy food such as fruit will always be available.
Following breakfast a number of activities will be on offer for the children to participate in. These may include craft activities; games and toys. All resources necessary for the club will be purchased through the school budget designated for such purchases.

Behaviour Policy

Our Behaviour Policy will be in line with the School's Behaviour Policy. Children are expected to show a good standard of courtesy and behaviour at all times. If there are concerns with behaviour then parents/carers will be contacted. Ultimately exclusion from breakfast club will be the final sanction from such provision when all possible strategies have failed.

Pricing Policy

The breakfast club pricing structure is listed below:

8.00am to 8.45am at £3.50

All breakfast club provision bookings will be through My Child at School (MCAS) and should be made in advance. Bookings can be made (as long as there are still spaces available) up until midnight on the day before. This fee is to cover the cost of:

- Staffing
- Food
- Equipment and day-to-day running costs.

It may be necessary to change fees from time to time, however Parents/Carers will always be given at least one term's notice of this. Refunds are not given in the case of absence.

Contingency Arrangements for Staff Absences and Emergencies

Arrangements for cover due to staff absence is organised by the breakfast club supervisor.

Fire Procedure

Fire procedures are inline with the school's fire policy.

First Aid

First Aid procedures are in line with the school's First Aid policy.

Medication

Medication and inhalers are administered in line with the school's medical policy.

Health & Safety

The breakfast club runs within the school's Health & Safety Policy.

Review Date: February 2027