



Early Birds Breakfast Club Policy

AIMS

To provide a secure, welcoming, before school facility for children whose parents are unable to bring their children to school at 8.30 am.

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 competent supervisory staff
- To provide an affordable service for working parents and carers.

PROCEDURES

STAFFING

- There is one Breakfast Club Supervisor on duty.
- The Head and or other member of school staff are on site from 7.30 am.

Contingency arrangements for staff absences and emergencies

- If the Breakfast Club Supervisor is absent, they must ring the Head or School Business Manager who will arrange cover between them.

Booking arrangements

- The charge per session is £3.00, regardless of time of arrival.
- Payment (cash, cheques or Childcare Vouchers) to be paid to Breakfast Club supervisor or school office (cheques payable to South Glos Council).
- Parents may pay and book in advance, or simply turn up on the day.
 - Invoices will be issued on a weekly basis, in arrears. It is expected that parents will not go into arrears, and any arrears of more than two weeks will be referred to the Head and Finance and Personnel Governors and the parent/carers use of the club reviewed.

Use of registers

- Children are registered as they enter the school. Newcomers are added to the register.
- The Breakfast Club Supervisor retains the registers which are kept in Breakfast Club cupboard in the school kitchen store room, in case of absence.
- 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 Reception to Year 6 from 7.30 am to 8.30 am. It is held in the school hall.
- Pupils enter school via the main pupil entrance (gate at side of school). There is a bell for entry.
- Pupils are welcomed by the Breakfast Club 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. The breakfast is then brought to the table. Breakfast is toast and crumpets with spread, jam, marmite and chocolate spread, cereal, milk, squash and water.
- As each child finishes their breakfast they then leave the table and play with equipment (from the 5th classroom/ASC chosen and brought into the hall).
- Emphasis is laid on good table manners and behaviour throughout.

- Children may use the KS1 and KS2 toilets if necessary.
- All activities are cleared up by 8.20 am so that the children may leave the area to walk to the playground accompanied by the Breakfast Club Supervisor, where the children are then supervised by a member of staff.
- 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.
- + The School telephone number and system will be used by the Club.

Resources

Breakfast Club resources are kept in the white cupboard unit located in the store room off the school kitchen.

Communication with Parents

- Verbal communication with parents/carers bringing children.
- Written notes to parents may be conveyed through a note for the child to hand to parent/carer or a text message, if necessary.
- Parents may use the Parents' Drop in Sessions to raise general matters
- Parents may make appointments with the Headteacher to discuss matters pertaining to Breakfast Club.

Fire Procedure

- Children should exit the hall using the doors leading KS1 corridor, then leave the building onto the playground.
- All registers should be taken and the Head (or the cover) informed when the children are checked and present.

First Aid

- First aid will be administered in line with Hawkesbury CE VC School procedures, with reference to the Health and Safety Policy, and the Children with Medical Needs policy.
- The Breakfast Club Supervisor must hold a current first aid qualification (including paediatric).

Risk Assessment

- A risk assessment has been carried out for Breakfast Club. A copy is kept in the school office.

Confidentiality of documents

Confidential documents are kept:

- In school office.

Complaints

All complaints notified in writing by a parent of a child attending the Breakfast Club should be investigated by the Headteacher initially following the schools' complaints policy.

Agreed at the Finance & Personnel Committee meeting on 11th November 2015, agenda Item 12

Signed: Chair of Finance & Personnel Committee

Review Date: Autumn 2018

Equalities Impact Assessment: Completed

