



Brook Community Primary School

Breakfast Club Policy

Rationale

The Breakfast Club is organised by Brook Community Primary School. It is an extended school activity designed to allow children to be in school from 7.45am 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 working parents.

Organisation

The breakfast club is open to pupils attending Brook Community 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 7.45am until 8.35am, but children should arrive no later than 8.30am to enable staff to clear food and clean before the start of the school day. 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 to ensure that the office is informed of contact changes.

Staffing and Supervision

The children are adequately supervised at all times. All members of staff are DBS checked. At least one member of staff on duty holds a current first aid certificate. At least one member of staff on duty has completed the food hygiene course.

A register is taken of all children attending. It is the responsibility of the parent to ensure that the children are handed over safely to the staff.

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 should give a term's notice of the decision to stop using the Club.

Food and Activities

Children will be offered a range of food for breakfast. Healthy food such as fruit will be available. Following breakfast a number of activities will be on offer in which the children can participate. 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 regarding behaviour then parents will be contacted. Ultimately exclusion from Breakfast Club will be the final sanction from such provision when all possible strategies have failed.

Pricing

The breakfast club daily fee is available on the school website. 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 notice of this.

Contingency Arrangements for Staff Absences and Emergencies

Arrangements for cover due to staff absence is organised by the Breakfast Club Supervisor.

Fire Procedure

Children should exit the hall and assemble on the field. All registers should be taken and the children checked.

First Aid

If First Aid is administered, the treatment given is recorded in the school First Aid record book. A note and/or telephone call will be made to inform parents of what treatment the child has received.