



## **Breakfast Club Policy and Information for Parents/Carers**

### **St Margaret Mary's RC Primary School**

Reviewed Annually

Approved Autumn 2020/Updated Autumn 2021

Our Mission:

**We try to follow Jesus in everything we do.**

We help everybody in our school family, and we try to let our light shine as the light of Jesus shines.

Everyone at St. Margaret Mary's is special. We feel happy and safe.

We are encouraged to value ourselves and each other in an atmosphere of trust, good humour, acceptance and enjoyment.

Saint Margaret Mary's school is where we come to learn through exciting and fun lessons. We try to always be welcoming and caring to all. We want to do our best, even if we find it difficult.

|                               |              |
|-------------------------------|--------------|
| Author                        | Headteacher  |
| Date agreed by Governing Body | October 2020 |
| Review Date                   | July 2022    |
| Chair of Governors            | Angela Ager  |

## **Breakfast Club Policy and Information for Parents and Carers**

### **Aims**

- The Breakfast Club at St Margaret Mary's exists to provide a high quality before school provision for our parents and their children.
- It will provide a welcoming, safe, secure environment for pupils before the school day.
- The provision enables pupils to be cared for in a pleasant and relaxed environment, receiving a nutritious breakfast in line with our school's healthy eating guidelines.

### **Opening Times**

- The Breakfast Club will open term time only:
- Monday to Friday 7.45am until 8.45am. term time only.
- Breakfast will be served from 7.45am – 8.20am. in the dining hall.
- Activities will be set up for the children to take part in, in the school hall after they have eaten.
- At 8.45am, the children will be escorted to the playground and will be supervised here along with the other children before the start of the day.

*All parents/carers must complete and sign a registration form/home school agreement for **each** child attending the club and in doing so agrees to the terms in which it is run as laid out in this document.*

### **Staff**

- The Breakfast Club will be run and supervised by school staff. Staff will be onsite from 7.30am to complete preparations and be ready to welcome the children from 7.45am.
- There will be a first aider on site during the provision.
- In addition to this, the Site Manager is on site from 6.15am and a senior member of the teaching team will be on site from 7.30am.
- Staff who help to run the Breakfast Club and have children that need to attend as part of their school role will secure a place and not be charged for this.

### **Organisation and Admissions**

- Only children attending St Margaret Mary's are eligible to attend the Breakfast Club.
- Only children in year-groups Reception to Year Six are eligible to attend.
- Breakfast Club can only be offered to a maximum of 50 pupils of St Margaret Mary's RC Primary School.
- Of this, the number of places available for Reception children will be capped at 7 per session, to support staffing ratios.
- The registration process must be completed prior to your child's commencement at the Breakfast Club.
- Parents/Carers must bring their child to the Main Entrance and wait to be greeted by a member of the team on duty who will sign them in as part of the register. They are not to be left unaccompanied until this is done.

- A register will be kept by the breakfast club and a register of attendance will be taken daily.
- Any medical conditions or allergies will be pre-recorded on the register and catered for following the completion of your child's registration form. It is the responsibility of parents and carers to update the Breakfast Club Manager of any medical/health/allergen changes that may occur.
- In case of an emergency where children have to be evacuated from the building, the register will be taken and the children checked against the register to ensure they are present.

### **Bookings and Payment of Fees**

- The cost is £2.50 per child, per daily session and includes a nutritious breakfast and activities from 7:45 to 8:45am.
- These sessions must be booked and paid for in full a week in advance before attendance, using the School Spider online booking system which can be accessed via the school website and or School Spider App.
- Unfortunately there will be no refunds for any sessions missed, even if your child is unable to attend their booked sessions due to illness/appointment etc... unless in the event of school being unable to run the provision.
- A receipt will be issued when payment of fees is made automatically, via email.
- We reserve the right to refuse a place at the Breakfast Club if the booking and payment has not been made in advance [See above].
- If a parent is experiencing difficulty with payment of their fees, they should contact Mr Sutton or a member of the Office Team confidentially and as soon as possible, so that a solution can be found.
- If it becomes necessary to change fees, a half-term notice will be given to parents of this.

### **Organisation**

- The Breakfast Club will be open from 7.45am to 8.45am and will be held in the dining hall and school hall. The last time of admittance to the Breakfast Club will be 8:20am.
- Parents must bring their child to the main school entrance and wait to be greeted by a member of the Breakfast Club team to sign their child in. Children who need breakfast should arrive no later than 8.20am, as the food will be cleared away.
- Children will be encouraged to be independent within the breakfast club and to make decisions for themselves through the choice of food and drink.
- There is a variety of options available to the children such as cereal, bagels, toast, yoghurt, water and milk.
- They will participate in a variety of activities such as board games, colouring and stories, each activity will support the development of social and interactive skills.
- Prior to attending Breakfast Club parents/carers will be asked to sign a Breakfast Club Home School Agreement that makes clear expectations of our breakfast club set up, expected behavior, bookings and arrangements for payments.

### **Waiting List**

- School will keep a waiting list of interested parties when the club is full.
- The waiting list will be organised on a first come first served principle.

### **Contingency arrangements for staff absences and emergencies**

- Arrangements for cover due to staff absence is organised by the Breakfast Club Manager and Staff Team.
- In the event of unexpected school closure, all endeavours will be made to communicate this to parents as soon as possible, with a full refund being provided.

### **First Aid**

- If First Aid is administered, the treatment given is recorded in the school First Aid record book.
- All incidents are dealt with by a qualified first aider.
- A note and/or telephone call will be made to inform parents of what treatment the child has received.
- Parents of any child who becomes unwell during the club and is unable to remain in school will be contacted immediately, to arrange plans for collection.

### **Risk Assessment**

- A risk assessment has been carried out for the Breakfast Club. This policy will be reviewed by the Governing Body as and when it is deemed necessary with changing circumstances.

### **Policies and Procedures**

School Policies relevant to the Breakfast Club include:

- Equal Opportunities,
- Health and Safety Policy
- Whole School Food Policy
- Behaviour Policy
- Child Protection and Safeguarding Policy.

We expect staff, parents and children involved in the Breakfast Club to adhere to a set of guidelines which parents will be asked to sign on registering with the club. A copy of this can be found in Appendix 1.

On registering your child to take a place at the Breakfast Club you will need to complete an electronic form via the school website which include details of emergency contact numbers, allergies and medical conditions and other key information. You will not be able to leave your child at the club without completing these forms first and ensuring payment.

### **Behaviour Expectations**

- We expect all children to follow the same rules and expectations in terms of their behaviour as we do in school.
- We will follow the School Behaviour Policy, a copy of which is available on the website.
- All children will be supported in accessing calm focused activities.
- Staff will praise positive behaviour, celebrate this with children and parents, acting as positive role models.

### **Dealing with Inappropriate Behaviour**

- Challenging behaviour will be addressed in a calm, positive and firm manner.
- In the first instance, if necessary, the child will be temporarily removed from the activity.
- Staff will explain the reasons for this, providing guidance and support.
- Where this becomes repeated and or persistent, parents will be contacted to agree next steps and a strategy for resolving this.

Where there are persistent problems with behaviour that cannot be resolved by following the school policy, school reserves the right to exclude the child from Breakfast Club either on a temporary or permanent basis.

## Appendix 1

### Home School Agreement for St Margaret Mary's RC Primary School Breakfast Club

#### Guidelines for Children

We need to have rules at the Breakfast Club to keep everyone safe, healthy and happy.

When coming into our Breakfast Club you will be expected to follow these rules:

- Follow adult instructions at once.
- Be polite to everyone.
- Respect other people and their property.
- Keep our hands and feet to ourselves.
- Behave in a calm manner.
- To develop responsibility by helping to clear away the things you have been using at the end of the club.
- Do not leave the Breakfast Club once you have been signed in unless an adult gives you permission.

If you are not happy, or if you have a problem, please tell an adult who will be happy to help you.

If you have difficulty following these rules then you may be asked to leave the club.

#### Guidelines for Parents/Carers

Parent/Carers are required to:

- Pay club fees promptly when booking and in advance of their child attending. Children will not be allowed to stay if you do not pay within 1 week of debt. The place will then be offered to the next child on the waiting list.
- Wait at the main entrance with their child until an adult lets them in, parents must then sign the signing in sheet.
- One weeks' notice must be given for change of days or to use the club so that staffing provision can be amended or ensured if needed.
- Responsibility for reporting any medical conditions, allergies or changes is that of the parent/carer and must be done so to the school office.
- Understand that their child **cannot** enter the breakfast club before 7.45am or after 8.25am.
- Understand that in the unlikely event of us having difficulty with your child's behaviour we will contact you. If your child does not follow the rules of the club, then after consultation with you and due warning, the child's place will be forfeited.

We agree to the above guidelines and will support school in the running of a happy, safe and healthy Breakfast Club.

Signed: (Parent) \_\_\_\_\_

Date: \_\_\_\_\_

Signed: (Child) \_\_\_\_\_

Date: \_\_\_\_\_