



# Breakfast Club Policy

## AIM

To ensure Gildersome Primary School provide children and working parents with a secure, welcoming, good quality and affordable before school service.

## OBJECTIVES

- \* To offer a welcoming, safe, secure environment for pupils before the beginning of the school day between 7.50am and 8.50am.
- \* To enable pupils to eat a healthy breakfast and socialise with their peers in a pleasant, relaxed and calm environment.
- \* When necessary, to target some vulnerable children who would benefit from Breakfast Club support.
- \* Support our working parents by providing a good quality, affordable service.
- \* To employ experienced supervisory staff.

## PROCEDURES

### Staffing

There are five members of staff who take part in Breakfast Club duties. They are; Mr Wright, Mrs Phillips, Mrs Mallinson, Miss Callaghan, and Mrs Sturgess. Staff/pupil ratio of 1:10. All staff are in possession of an enhanced DBS certificate and conform to all the school's employment requirements.

### Contingency arrangements for staff absences and emergencies

School Senior Leaders will provide cover for staff absence.

### Use of registers

Children must be registered by staff immediately on arrival.

### To ensure a clear pass over of care we request parents/carers escort their child in to the dining hall.

Children are not permitted to visit any other part of school (including school grounds) during breakfast club unless they have been given permission by a member of staff.

### Organisation

Breakfast club is open to pupils from Reception to Year 6 who have a reserved place and operates from 7.50 am to 8.50 am. It is held in the School Dining Hall.

Any parent/carer wishing to secure a place(s) at Breakfast Club must ask the school office to add them to our waiting list. School will then notify parent/carer when a place becomes available (please be aware that this could be some time).

Places are reserved on a weekly basis only.

Some children on the waiting list may be eligible for priority status using guidance from Leeds Admission Policy 2016/17 Priority 1 and 2.

Priority 1 – Children Looked After, Fostered, SEN.

Priority 2 - Siblings already attending our Breakfast Club.

There is a charge of **£3.00** per child per day.

This fee only covers the cost of child supervision and activities for one hour during the period 7.50am – 8.50am each day. No charge is made for any food that Breakfast club provides and therefore the menu is basic but nutritious and healthy. This ensures the fee remains a fraction of the cost normally charged for out of school child care.

**Regular payments via ParentPay must be made to keep your reserved place. If payment is not made for more than two weeks, you will risk having your place given to another child without notice.**

Parents/carers must pay for the days they have reserved for their child. Exceptions are for school holidays, training days, school residentials, exclusions and unforeseen closure of school such as adverse weather conditions. **Payment must still be made if your child is absent from school through illness or holiday.**

Once children have eaten breakfast they have a wide selection of activities to engage in.

All activities are cleared by 8.45am. Children are escorted to their class by Breakfast Club staff and must remain in class until registration time.

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.

## **Behaviour**

Gildersome Primary School Breakfast Club promotes an atmosphere of care, consideration and respect for everyone attending: children, staff and visitors. We encourage appropriate behaviour through: praise for good behaviour; emphasis on co-operative play and sharing; talking to children with the courtesy that we expect from them and engaging children in activities.

We recognise that poor behaviour can occur from time to time for reasons that are not always evident, or because of additional needs. We will try to be flexible to accommodate such cases. However, if a child is uncooperative or aggressive, if their behaviour poses an immediate danger to themselves or others, they will be removed to a quiet area.

**The fee of £3.00 per day does not allow for the provision of 1:1 support.**

We reserve the right to permanently remove a child from Breakfast Club if we feel their behaviour impacts on the safety of other children or staff or if we consider that by effectively extending the child's school day by attending breakfast club is detrimental to their wellbeing.

The procedure would be as follows:

- \* Breakfast Club staff to speak to child to determine what could be reasonably done to avoid confrontations. Arrange a daily routine for the child to follow.
- \* School to liaise with parent/carer to raise concerns about poor and/or dangerous behaviour of child in Breakfast Club. At this stage school would request parents/carers to discuss the difficulties with their child and review home routines (including whether attending out of school provision is in the best interests of the child).
- \* A two-week monitoring period commencing from date of discussion with parent/carer. During this period a daily written record of behaviour and incidents would be kept by staff.
- \* If there is still a concern after the two-week monitoring period a formal letter would be issued informing parents/carers of termination of the reserved breakfast club place. The date of termination of the place would be a further two weeks from the date of the letter.
- \* If the child's behaviour sufficiently improves enough to remain at breakfast club but reverts to poor or dangerous behaviour at any other point during the academic year a letter of notice (two weeks) to terminate the reserved place would be issued.

## **Communication with Parents**

Daily verbal communication with parents/carers escorting children. When a place becomes available on the waiting list Mr Wright will telephone the relevant parent. General information will be communicated by letter.

## **Records of staff**

In accordance with the Children Act Regulations, the address and telephone numbers of employees of the School are kept in the School Office.

## **Fire Procedure**

Children should exit the dining hall through the main entrance door and assemble on the path near the gate to the Children's Centre. If necessary, an alternative exit route is via the school kitchen.

In case of an emergency where children evacuate the building, the register must be re-taken to ensure all are accounted for.

### **First Aid**

If First Aid is administered, treatment is recorded in the Breakfast Club First Aid treatment book.

If First Aid is administered, a letter will be sent to parents at the end of the school day or a telephone call will be made to inform parents immediately if the incident is deemed serious.

### **Risk Assessment**

A risk assessment has been carried out for Breakfast Club (see separate sheet).

### **Food Allergies and Medical Needs**

It is the responsibility of parents and carers to inform Breakfast Club staff of any food allergies or medical issues that need to be considered.

### **Complaints Procedure**

All complaints notified in writing by a parent of a child attending the Breakfast Club should be investigated, using the OFSTED complaints form.

## Food and Drink served at Breakfast Club

### **Toast**

Asda brand wholemeal or white loaf with Asda Brand Spread.

### **Cereals**

Corn Flakes, Rice Krispies, Cheerios, Shreddies, Shredded Wheat, Weetabix, Fruit n Fibre, gluten free cereal. No sugar-coated or chocolate cereals are permitted.

### **Semi-Skimmed Milk**

**Fresh Fruit** (subject to availability)

### **Water**

PLEASE NOTE:

**Children are not permitted to bring their own food or drinks in to eat. The only exceptions would be to meet individual medical needs and must be agreed with Mr Wright first.**

