

THE CATHEDRAL SCHOOL

Breakfast Club

POLICY

The policy document is a statement of the aims, principles and strategies of the Breakfast Club run by The Cathedral School.

Produced during the Spring 2017

Approved June 2017
Reviewed every two years

Breakfast Club Policy

Aims:

- To provide a happy, welcoming place at the start of the school day where all children are valued.
- To support working parents by providing an affordable childcare facility
- Be consistent and reliable to enable parents to have confidence and peace of mind whilst their child is at Breakfast Club.

Opening Times:

Monday to Friday 7.45am – 8.50am. Term time only.

Breakfast stops being served at 8.15am.

There are currently 36 places per day for Breakfast Club.

INSET Days: Breakfast club will not operate on staff development days

Admissions:

The club is fully inclusive for children from Reception to Year 6. Any parent/guardian with a child that has any additional or special needs should record these on the membership form. This is so that any child can be appropriately welcomed into the club.

Booking and Payment Arrangements:

Money to be paid weekly, monthly, half termly or termly on the first day of attendance. After one week of non-payment a letter will be sent asking for outstanding amount. If, at the end of the second week there is still no payment and no explanation, then the child / children will not be able to attend.

Fees will still be charged for absences unless the club is closed.

The breakfast club reserves the right to prevent any child's attendance to the club if at any time if they are not acting in a disciplined and responsible manner. Fees in this case will not be refunded. We also reserve the right to cancel Breakfast club, where numbers are insufficient, fees in this case would be refunded.

This is a school club run by members of the school staff rather than a childcare facility provided by an external provider, and not run as a profit making organisation.

The school will accept Childcare vouchers as payment.

Location of Breakfast Club:

The Club sessions are held in the dining hall. The School's lunch kitchen is used to wash tableware. The equipment and foods are kept in the School's cooking room. Staff ensure that all areas are left clean and tidy at the end of the club session.

Behaviour:

The School Policy and Rules with regard to behaviour are followed to ensure consistency for the children at the club.

If a child continually behaves badly the school reserves the right to withdraw the place.

Communication with Parents:

Occasionally, Breakfast Club will feature in the School's termly newsletter.

Letters or texts will be sent home at the end of the school day regarding Breakfast Club, if parents need to be informed of anything.

Staffing:

Breakfast Club is supervised by:

Breakfast club Supervisor; Mrs Peters

Breakfast Cook : Mrs Orrell

Breakfast club assistants Miss White, Mrs Marshall and Miss Garwood

They work together to ensure that the children have activities to occupy themselves with and that they are playing safely. They organise the cleaning of all of the equipment required to run the breakfast club and prepare the food.

In addition to Breakfast club staff, other school staff members are on site from 7: 45am onwards

Staff levels may fluctuate to meet current needs. If a member of staff is absent, they must contact Mrs Peters or the Head teacher who will arrange any necessary cover either the night before or in time for cover to be arranged.

All staff have a DBS certificate. The leaders of the club are trained in Basic Food Hygiene and hold certificates. Staff are identified by a lanyard.

Our staff: child ratio is 1:8.

Routine:

- Children should enter Breakfast Club via the Dining hall entrance at the front of the school.
- Children should register
- They will prepare their breakfast food.
- Once they have eaten, they will clear their own cup and plate away from the dining tables and take them to be washed up by a member of staff
- During their time at the club they will have the choice of activities in which they may wish to participate.
- Children will only use the main school toilets.
- Children will help tidy up equipment at the end of the club.
- The staff will then supervise the children to their classrooms or foundation stage at 8.45am.

Resources:

Breakfast Club has its own supply of craft resources, games and tableware. This is kept in Class 11. All electrical equipment is PAT tested annually.

Parental and Pupil Feedback:

The school values any parental or pupil opinions and welcome feedback about how the club is run. Please talk to staff or make an appointment to speak to the Head teacher.

Complaints Procedure:

All complaints in writing by a parent regarding the breakfast club will follow the school complaints procedure.

Cancellations:

Cancellations would be due to school closure due to adverse weather conditions, problems with the building. For example: no heating or water supplies, or unforeseen circumstances.

In the event of a cancellation:

- A member of school staff will endeavour to contact individuals by text or phone by
- 7.30am
- School closures are reported on the School APP and the Website

Breakfast Menu:

Our selection of food aims to be a healthy balance. Children will be active in the preparation of their breakfast and will learn hygiene skills.

Children have the choice whether to have food or not, although they are encouraged to do so. The registration form will detail any specific requirements a child has.

The school abides by the guidelines set by the Essex Food services.

Activities:

Each child is encouraged to make their own choices regarding the activities they choose to participate in. Breakfast club offer structured activities as well as free choice. Weekly programmes of activities may include:

- Art using various mediums
- Crafts using a wide variety of textures and materials
- Construction and Lego toys
- Board games

Emergencies:

As part of the membership form parents will be asked to complete emergency contact numbers to enable Breakfast Club staff to contact them in the case of emergency.

Fire Procedures:

In the event of a fire, children and staff will follow the normal school procedures, leaving the building calmly via the closest exit. They will congregate on the school's playground in a line.

The club's register for the day will be called and all names will be checked.

There will be a fire practice in accordance with the School's emergency fire and evacuation policy

Safety & School Policies**Health and Safety:**

Breakfast club is run by the school and the existing Health and Safety Policies will be followed. The hall area will be checked regularly by staff to ensure the safety of the children.

Risk assessment:

A separate risk assessment has been completed for Breakfast Club sessions and activities.

Equal Opportunities:

Breakfast club will take positive steps to ensure that provision is made for a safe, caring and welcoming environment, which promotes and reflects cultural and social diversity and is equally accessible to all. All children and their families will be treated with equal concern and value.

Safeguarding:

In accordance with Safeguarding arrangements, all staff involved in the running of the Breakfast Club will have current DBS clearance. These records are held in the school office. Breakfast club staff will follow existing school policies and procedures for child protection and the code of conduct.

Policies and Procedures:

Breakfast club will follow the schools own policies and procedures and these are available from the school office.

Accidents:

Accidents will be treated by a trained first aider and the accident will be recorded in the accident book. Breakfast club will follow the school's first aid policy.

Medication:

Inhalers are kept in the classrooms. If a child needs their inhaler then a member of staff will escort them to their classroom to observe that the medication has been taken correctly. Other medication will be administered according to the existing school policy on medication.

Policy Review:

This policy will be reviewed and evaluated by the School's Senior Leadership Team and will be reviewed every two years.

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