

**Belmont Church of England (Cont.) Primary School Breakfast
and Tea Club Policy**

Aims

- To provide an affordable childcare service for parents/carers.
- To provide a welcoming, safe and secure environment for pupils before the beginning and at the end of the school day.
- To provide children with a nutritious breakfast at the start of the day so that they are ready to focus on their learning in school.
- To provide a range of structured play activities, enabling children to engage and learn with children from other year groups.

Organisation

- Both clubs are held in the Dove Building. Breakfast Club is open from 7.30 am to 8:50 am and Tea Club runs from 3.20 to 5.30pm.
- Children **must** be collected by 5.30pm. Failure to do so will result in an extra charge of £5.00 to cover additional staffing costs.
- Breakfast Club costs £4.00 from 7.30 am and £3.00 from 8.00 am which includes breakfast. Siblings are charged a £1.00 discount. Children who are eligible for Pupil Premium can attend Breakfast Club for free.
- Tea Club costs £3.50 for the first session (3.30 pm – 4.30 pm) which includes a light tea and £3.00 for the second session (4.30 pm – 5.30 pm).
- The clubs are available for pupils from Nursery to Year 6.
- Each child's details, medical conditions, parent contact details and additional emergency contact information is kept in the school office.
- Bookings should be in advance of the school term by completing the relevant contract form, changes can be made but we must have notice of one week so that staffing levels can be planned appropriately. Only in emergency or exceptional circumstances can we alter on the day with a midday deadline.
- Payment should be made via ParentPay and the account should be maintained with a credit balance at all times. Any outstanding balances may result in access to the facility being withdrawn.
- Children are registered as they arrive and the register is kept in the school office.

Staffing

- Staffing follows the ratio of 1:15 (1:6 for nursery children).
- Breakfast Club staff are on site from 7:25 to set up ready to open at 7.30 am. If a member of staff is absent, they will ring the Head Teacher or Deputy Head Teacher in order for a replacement to be arranged.

Safeguarding and Health and Safety

- In accordance with Safeguarding arrangements, all staff involved in the running of these clubs have current DBS clearance. These records are held in the school office.
- Staff follow existing school policies and procedures for safeguarding, child protection and the code of conduct.
- Where ICT equipment is used, they also follow the schools E.Safety policy and procedures.
- Where the behaviour of any child is causing concern, parents will be asked to meet with the Head Teacher. Behaviour which puts other children at risk of being hurt will result in that child being refused admittance to these services.

Catering

- All paid Breakfast and Tea Club staff have Food Hygiene Certification.
- At Breakfast Club children are offered cereal, toast with a selection of toppings and a drink.

- At Tea Club, in the first session children will be provided with a light tea and a drink.
- Older children will be encouraged to be involved with preparing snacks and helping to clear away, but will not be allowed access into the kitchen area.

Fire Procedure

- In the event of a fire, children and staff will follow the normal school procedures, leaving the building in a clam and orderly way via the closest exit.
- They will congregate in the school playground.
- The register will be taken outside and all names checked.

Cancellation

- The only cause for cancellation would be school closure due to adverse weather conditions or problems with the building, e.g. no heating or water supplies.
- In the event of closure a member of school staff will endeavour to contact individuals by text/telephone before 7:00 am.
- During adverse weather conditions school closure will be reported on the Durham L.A. website, Metro Radio and the school website.

Complaints

All complaints will follow the school's Complaints Policy.

Signed: _____ Head Teacher

_____ Chair of Governors

October 2018