**BREAKFAST CLUB POLICY V.2**



**WAVERLEY ACADEMY V.2**

**dated February 2022**

**(Reviewed: 3 YEARLY)**

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| **PERSON RESPONSIBLE FOR POLICY:** | **A Scholey** |
| **APPROVED:** | **date: March 2022** |
| **signed:** | **role: Office Manager** |
| **to be reviewed:** | **Date: March 2025** |

**Aims**:

* To provide a happy, welcoming place at the start of the school day where all children are valued.
* To help children be healthy.
* To encourage all areas of the children’s development through their play.
* To ensure the safety and welfare of each child.
* To offer a varied and stimulating range of play opportunities.
* 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 8.00am – 8.45am. Term time only

Doors close at 8:05am. Breakfast stops being served at 8.15am.

**INSET Days**:

Breakfast club will not operate on staff training days.

**Admissions**:

The club is fully inclusive for children from Nursery to Year 6. Any parent/guardian with a child that has any allergies or additional needs should discuss their needs with school prior to starting. This is so that any child can be appropriately welcomed into the club.

**Booking and Payment Arrangements**:

* The cost is £1.00 per session. The sessions should be booked and paid for via MCAS a week in advance.
* Spaces are limited to 24. Places at the club are allocated on a strictly “first come, first served basis.”
* Children who have not booked and paid for their session in advance may be refused entry. This is to ensure appropriate staff ratios are in place.
* A child does not need to attend every day but parents must inform school if they will not be attending a place which has been previously booked.
* A member of the breakfast club will keep an accurate record of attendance and payment and will pass this record to the finance officer each week.
* Parents who have not paid will be contacted each week requesting payment by either the breakfast club staff or the school office.
* It will be at the discretion of the Principal to confirm children who may attend at an alternative charge due to financial hardship or other social issues.

**Location of Breakfast Club**:

The Club sessions are held in The Orchard. Access to Breakfast Club is directly into the Orchard from the Key Stage 1 playground. The baking room is used to wash tableware and equipment and foods are also stored in there. Staff ensure that all areas are left clean and tidy at the end of the club session.

**Behaviour**:

The school Behaviour 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:**

Staff may have verbal communication with parents/guardians where the parent/guardian asks a message to be passed onto a teacher. Letters or texts will be sent home regarding Breakfast Club, if parents need to be informed of anything.

**Staffing**:

Breakfast Club is run by: Mrs Johnson and Mrs Hickling

The team works together to prepare food, clean equipment and ensure that the children have activities to occupy themselves with and that they are playing safely.

In addition to Breakfast club staff, the caretaker will be on site from 6.30am onwards.

Staff levels may fluctuate to meet current needs.

If a member of staff is absent, they must ring the Headteacher who will arrange any necessary cover. All staff have DBS checks and are dedicated to promoting opportunities for child centred play following guidelines and standards which are set by Ofsted. Staff are identified by a lanyard with their photo and name.

Our staff:child ratio is 1:15, and 1:8 for Nursery and Reception. Staff are on site by 7.45am and are ready to serve breakfast at 8am.

**Routine**:

* Children should enter Breakfast Club via the KS1 entrance.
* Children should register and pay any fees in advance.
* Children are invited to make their breakfast choice and take it to the dining table.
* 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.
* During the summer term, children may go onto the playground after breakfast if their parent/carer has given consent.
* Outside play will not be permitted if staffing/pupil ratios are not sufficient.
* Children will use the toilets located in the The Orchard.
* Children will help tidy up equipment at the end of the club.
* The staff will then supervise the children down the corridor and into their classrooms where the class teacher will be waiting.

**Resources**:

Breakfast Club has its own supply of craft resources, games and tableware. These are kept in locked cupboards. All electrical equipment is PAT tested annually.

**Parental and Pupil Feedback**:

Waverley Primary School values any parental or pupil opinions and welcomes

feedback about how the club is run.

**Complaints Procedure**:

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

**Cancellations**:

The only possible cause for cancellations would be school closure due to adverse weather conditions or problems with the building. For example: no heating or water supplies. In the event of a closure:

* A member of school staff will endeavour to contact individuals by text or phone by 7.30am
* School closures are reported locally on Trax FM

**Breakfast Menu**:

Our selection of food aims to be multicultural and offer a healthy balance. Children will be active in the preparation of their breakfast and will learn basic food and hygiene skills. Children have the choice whether to have food or not, although they are encouraged to do so. Please alert the school office to any allergies.

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| **Food served** |
| Semi skimmed milk  Blackcurrant or orange juice  Selected Cereals  Brown and White Toast, with Jams/Spreads |

From time to time for special occasions and events, the school may deviate from the above menu.

**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. The staff signing in board will also be checked to ensure that all staff are safe. There will be a fire practice in accordance main school policy.

**Health and Safety:**

Breakfast club is run by the school and the existing Health and Safety Policies will be

Followed. The Orchard will be checked regularly by staff to ensure the safety of the children and a record kept.

**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 with 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 and will have completed a Disqualification by Association declaration. These records are held by the School Office Manager. Breakfast club staff will follow existing school policies and procedures for child protection and the code of conduct. Where ICT equipment is used, they must follow the schools E-safety policy and procedures.

**Policies and Procedures**:

Breakfast club will follow the school’s own policies and procedures and these are available on the school website.

**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 securely 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. If your child has a medical care plan, please ensure it is kept up to date with the School Office.

**Policy Review**:

This policy will be reviewed and evaluated by the School’s Senior Management Team and will be reviewed every three years.