



Breakfast Club Policy & Procedures April 2024

Aims

- To provide an affordable wrap around child care facility for parents.
- To provide a safe, welcoming and secure environment for children.
- To provide a healthy, nutritious breakfast or snack for pupils.
- To provide a calm environment in which children have access to a range of activities.

Breakfast Club is operated by Grange Primary School and is therefore subject to all the policies and procedures currently in place at the school.

It is vital that parents appreciate that numbers have to be fixed in order to maintain an appropriate level of staffing. Therefore, please ensure you are familiar with the booking and charging expectations set out below.

Breakfast Club Timing

- Breakfast Club is open from 8.00am and is located in the school hall, accessed by the door adjacent to the pedestrian path.
- Breakfast Club staff supervise the children until 8:50am when they are escorted to their classrooms.

Staffing

- All staff hold fully updated DBS and safeguarding checks and are paid employees of the school.
- There will be a member of staff on site who is first aid trained at all times.

Booking

- Sessions cost £1.50 per session per child for Breakfast Club (free to Pupil Premium children)
- All sessions MUST be pre-booked and paid in advance using your ParentPay account.
- Any child who attends Breakfast Club without pre-booking or pre-agreement will be charged an emergency rate of £5.
- We reserve the right to withdraw places for repeated non-attendance – this is only fair to parents who may be on a waiting list.

Charging Criteria

The Governors want to be able to support low-income families alongside those families entitled to Pupil Premium. Therefore the following criteria will apply:

- There are a fixed number of places available at Breakfast Club.
- A number of chargeable places will be reserved for working families, who rely on school wrap around care to be able to continue employment
- Free places are also available to pupils entitled to pupil premium
- All children enrolled at the school will always be entitled to emergency breakfast provision on arrival at school at the discretion of the Headteacher or a representative of the Senior Leadership Team.

School Closure

If school is closed or has to close early, Breakfast Club may not run. Refunds on these occasions will be given.

Breakfast Club Registration

- We ask that parents sign their children into the register as they arrive at Breakfast Club.
- Parents of children in Years 3 through to 6 who walk to school independently may request that their children register themselves at Breakfast Club. In these circumstances, parents should **state this on the registration form. Please** note that we cannot accept responsibility for any child until they arrive at Breakfast Club.
- No children should arrive at Breakfast Club before 8.00am and should not be left unaccompanied prior to this time.
- Please be aware that parents will not be contacted if their child does not arrive at Breakfast Club as expected. Contact will only be made with parents of absent pupils after normal registration at the start of the school day.

Breakfast Club Menu

- The Breakfast Club operates a healthy menu policy. Typical foods available during Breakfast Club may include:
 - o Fruit Juice
 - o Semi-skimmed Milk
 - o Unsweetened Cereals
 - o Toast
 - o Yogurts

Breakfast Club Activities and Resources

- A varied range of activities can be enjoyed at Breakfast Club. These include organised games, board games, reading, Lego etc. Outdoor games may also be offered subject to staffing and weather.

Safeguarding

- A risk assessment is completed for the use of Breakfast Club and reviewed regularly.
- The school's fire procedures are fully adopted by Breakfast Club. The fire assembly point is on the 3G pitch.
- Medication is to be administered by trained members of staff if it is accompanied by a school administering medication form. These are available from the school office.

- Your child will not be permitted to use mobile phones during sessions and staff will safely deposit phones in a secure place returning them at the end of the session.
- Should there be any incidents or accidents involving your child, you will be informed of the situation. All accidents are treated by a qualified first aider, where possible. If there is a situation where your child needs urgent medical treatment and are uncontactable, a member of staff from Grange Primary School may sign any consent forms necessary for treatment on your behalf using the consent from my registration form.
- Any information and details regarding your child will be treated as confidential. However, under our safeguarding policies, there may be times, for example in cases of child protection concerns, when details of your child may be passed on to other appropriate and authorised agencies. For example (but not limited to) Police, Social Services and Health Care Professionals.

Behaviour

The school behaviour policies apply at all times, including before and after school care.

Complaints

The school's complaint procedure is available on the school website and should be followed for any complaints relating to before and after school care.