




# Breakfast Club Policy 2017-18

Review Cycle:-	Annual	Date of Next Review:-	July 2018
Approver:-  Chair of Governors	Signed:-    Date:- July 2017	Approver:-  Head Teacher	Signed:-    Date:- July 2017

## **Rationale**

The breakfast club is organised by Knights Enham Nursery & Infant School. It is an extended school activity designed to allow children to be in school from 8am onwards, to have a choice of food and drink for a healthy start to the day and to join in activities on offer. Children are also encouraged to be independent at these times and to make decisions for themselves through the choice of food and drink and to participate in informal activities with each other developing social and interactive skills.

## **Objectives**

- To provide a welcoming, safe, secure environment for pupils before the beginning of the school day.
- To enable pupils to eat breakfast before the start of the school day in a pleasant, relaxed environment.
- To employ caring supervisory staff
- To provide a calm play environment for those pupils.
- To provide an affordable service for working parents.

## **Organisation**

The Breakfast Club is open to pupils in Years R and above attending Knights Enham Nursery & Infant School. Due to the number of staff available, if demand exceeds the number of places available a waiting list will be maintained by the school office. The club will be open from 8am, children should arrive no later than 8.15 if they require breakfast, to enable staff to clear food and clean before the start of the school day. If a child persistently arrives late warning letter will be sent to parents and a further incident could result in the child being refused a place at breakfast club.

From 8.45 am children will go straight to their classrooms under the supervision of the class teacher. Breakfast club will not run on INSET days.

The breakfast club will be held in the school hall. 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. It is the responsibility of the parents to ensure that the office is informed of contact changes.

## **Use of Registers**

It is the parents' responsibility to ensure that children are registered with the breakfast club supervisor as they enter the school before leaving them. In case of an emergency where children have to be evacuated from the building, the register must be taken and the children checked against the register to ensure they are present.

## **Staffing and Supervision**

The children are adequately supervised at all times. Two members of staff will always be on duty with a maximum of 30 children. There will always be other members of staff on site who can be summoned in case of an emergency. All members of staff are DBS checked. At least one member of staff on duty holds a current first aid certificate. All members of staff on duty have completed the food hygiene course as statutorily required.

## **Booking and Payment Arrangements**

- A completed membership form is required for each child attending the Club. See Appendix 1.
- Places at the club are allocated at the beginning of each academic year as follows:
  - 1) Those who have had a place in the breakfast club in the previous academic year.
  - 2) New applicants who already have a sibling attending Breakfast Club
  - 3) New applicants in receipt of pupil premium.

- 4) New applicants allocated in order of receipt of the membership forms.

If a place becomes available during the academic year then the place will be allocated from the waiting list using the following criteria:

- 1) First on the waiting list who has a sibling already attending breakfast club.
- 2) First on the waiting list in receipt of pupil premium.
- 3) First on the waiting list in order of receipt of a completed membership form.

- The advertised price includes the cost of breakfast.
- A full weeks payment is due even if the child does not attend every day.
- Payment for each week has to be made in advance, without payment the place cannot be confirmed.
- Adhoc sessions are available if booked 7 days in advance and paid in full at this time. Without Payment the booking cannot be made.
- Charges are subject to review and may be adjusted from time to time to reflect costs .
- No charge will be made for the children of employed breakfast club staff although a nominal fee would be requested to cover the cost of the breakfast.

## **Food**

We will provide all children attending our Breakfast Club a variety of healthy food and drinks every day. A menu of the food and drink will be on display at the entrance when you drop off your children and is also attached to this policy (Appendix 2). We reserve the right to change this menu if provisions become unavailable however we will always ensure we provide a healthy nutritional start to the children's day.

## **Notice Period**

If you wish to end your child attending Breakfast Club we require a notice period of 7 days.

## **Non attendance**

If your child does not attend for a period of 10 consecutive sessions without reasonable explanation, we reserve the right to remove your child from the Breakfast Club register.

## **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.

## **Health and Safety**

Breakfast club is run by the school and the existing Health and Safety Policies will be followed. The hall area and outside 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.

### **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.

### **Behaviour**

Behaviour expectations in breakfast club are the same as during the school day. If a child persistently misbehaves, a warning letter will be sent to parents and a further incident could result in the child being refused a place at breakfast club.

### **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 in the normal way.

Breakfast club will follow the school's first aid policy.

### **Medication**

Inhalers are kept in the child's class.

If a child needs their inhaler then the second member of staff in the school fetch the inhaler. Other medication will be administered according to the existing school policy on medication.



# **KNIGHTS ENHAM NURSERY & INFANT SCHOOL BREAKFAST CLUB MEMBERSHIP FORM**

<b>CHILD'S FORNAME (S) :</b>	<b>SURNAME:</b>
<b>DATE OF BIRTH:</b>	<b>AGE:</b>
<b>CLASS:</b>	
<b>HOME ADDRESS:</b>	
<b>PARENT/CARER'S NAME:</b>	
<b>HOME PHONE NUMBER:</b>	<b>MOBILE NUMBER:</b>
<b>WORK NUMBER:</b>	
<p>In the case of an emergency we will contact a parent as stated above, if unavailable, please give two further contact details (ie grandparents, other relatives or close friends/neighbour)</p> <p><b>1<sup>ST</sup> EMERGENCY CONTACT:</b></p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%; padding: 5px;"><b>HOME PHONE NUMBER:</b></div> <div style="width: 45%; padding: 5px;"><b>MOBILE NUMBER:</b></div> </div> <div style="padding: 5px;"><b>WORK NUMBER:</b></div> <hr style="border: 0.5px solid black; margin-top: 10px;"/>	
<p><b>2ND EMERGENCY CONTACT:</b></p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%; padding: 5px;"><b>HOME PHONE NUMBER:</b></div> <div style="width: 45%; padding: 5px;"><b>MOBILE NUMBER:</b></div> </div> <div style="padding: 5px;"><b>WORK NUMBER:</b></div>	
<b>CHILD'S GP:</b>	<b>TEL NO:</b>
<b>DOES YOUR CHILD HAVE ANY MEDICAL CONDITIONS OR ALLERGIES?</b>	

**Booking Details.** Fees to be paid in advance.

**Breakfast club fees are £1.00 per session, including breakfast.**

If children wish to receive breakfast, they will need to arrive by 8.15. I agree to support my children in adhering to the breakfast club code of conduct. I agree to the terms of payment and above conditions.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## **Breakfast Club Menu**

<b>Monday</b>	<b>Special of the day</b> – Scrambled Egg Toast with butter, jam or marmite Cereal – Weetabix, Rice pops or Cornflakes Selection of Fresh Fruit & Yoghurts Milk or water to drink
<b>Tuesday</b>	Toast with butter, jam or marmite Cereal – Weetabix, Rice pops or Cornflakes Selection of Fresh Fruit & Yoghurts Fruit Juice, Milk or water to drink
<b>Wednesday</b>	<b>Special of the day</b> – Crumpets Toast with butter, jam or marmite Cereal – Weetabix, Rice pops or Cornflakes Selection of Fresh Fruit & Yoghurts Milk or water to drink
<b>Thursday</b>	Toast with butter, jam or marmite Cereal – Weetabix, Rice pops or Cornflakes Selection of Fresh Fruit & Yoghurts Fruit Juice, Milk or water to drink
<b>Friday</b>	<b>Special of the day</b> – Beans on Toast Toast with butter, jam or marmite Cereal – Weetabix, Rice pops or Cornflakes Selection of Fresh Fruit & Yoghurts Milk or water to drink