



Breakfast Club Information

If you are interested in attending the Breakfast Club you will be required to complete a Registration Form and Contract Booking Form. Once these forms have been processed, you will receive a confirmation letter and will then be able to make payment online via Scopay: <https://www.scopay.com/chjs?redirect=true>

Please contact the school office if you require an access code to set up online payments.

Booking Options

At the moment we are offering Contract Bookings. Contract Bookings will provide you the security of a long-term guaranteed place for your child. You will be required to pay half termly in advance on the 1st school day of each half term. You will receive a statement which will show the amount due for the coming half term. You will need to give one month's notice if you no longer require a place.

Organisation

The Breakfast Club is open to pupils attending Castle Hill Primary School – Greenbank Campus only. The club will be open from 8.00am until 8.35am each day. Parents are required to sign their child in on the daily register for safeguarding purposes and should drop their children by the fire exit to the hall, adjacent to the secret garden. Parking from 8.00am will be available in the lower car park.

Breakfast club will not run on INSET days or during the school holidays or bank holidays.

The Breakfast Club will be held in the school hall or outside if the weather permits and will provide a quiet, calm start to the day so attendance would depend on children keeping to the usual high standards of behaviour at this time. After eating, children can chat to their friends or complete some quiet games or activities until it is time to go to class. Please note due to time restraints we are unable to provide breakfast if your child arrives after 08:20am.

Children's details, medical conditions, their parent's contact details, and additional emergency contact name, address and telephone numbers are kept in the School Office. It is the responsibility of the parents to ensure that the office is informed of contact changes.

Staffing and Supervision

The club will be run by the school's PTPs. They will be responsible for checking the children in, providing breakfast etc. All members of staff are enhanced DBS checked and hold a level 2 Food Hygiene qualification. At least one member of staff on duty holds a current first aid certificate.

Cancellations

No refunds/credits will be given if your child does not attend due to sickness or any other reason. For Contract Bookings, one month's notice is required for any reduction of sessions or cancellations.

Fire Procedures

In the event of a fire, children and staff will follow the normal school procedures, leaving the building calmly via the nearest 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 periodic fire practice in accordance with the school's emergency fire and evacuation policy.

Health and Safety

Existing school Health and Safety Policies will be followed by the Breakfast Club.

Safeguarding

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

Behaviour

Behaviour expectations for 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 the club.

Policies and Procedures

Breakfast Club will follow the school's own policies and procedures and these are available from the school office.

Accidents

Accidents will be treated by a trained first aider and will be recorded in the first aid incident book. Breakfast Club will follow the school's First Aid Policy.

Medication

Inhalers are kept in the classrooms with an emergency inhaler being held in the school office. If a child needs their inhaler, then a member of staff in the school will fetch the inhaler. Other medication will be administered according to the existing school policy on medication.