

Breakfast Club Policy



Unlocking Potential

At The Cathedral Catholic School we are safe and cared for; we make Christ known and loved, using his example to strive for excellence in all we do.

In close partnership with parents and the parish of The Cathedral and St Thomas More, we aim to deliver an outstanding and distinctive Catholic education with Christ at its heart. Each person's unique value is recognised and nurtured so that, through God's grace we can grow, learn and realise our full potential.

We use our gifts and talents for the glory of God and in the loving service of others, proclaiming the Gospel and striving for the values of the Kingdom of God.

We profess our faith proudly and recognise that we are called to a loving relationship with God through the sacraments, scripture and prayer.

Aims:

- To provide an affordable, early drop off childcare facility for parents/carers.
- To provide a welcoming, safe and secure environment for pupils before the beginning of the school day.
- To provide a wide range of play activities, enabling children to engage and learn with children from different year groups.

Organisation:

- Breakfast Club is open from 7.45am-8.45am.
- The club is available for pupils from reception to Year 6.
- Each child's details, medical conditions, parent contact details and additional emergency contact information is kept in the office.
- Bookings should be made a week in advance so that staffing levels can be planned appropriately. The register for the following week will be collated on a Friday morning.
- Children are registered as they arrive and entry is via the East Road entrance.
- Fees should be paid on the day or as soon as you receive your invoice if you have agreed to pay by this method.

Staffing:

Staffing follows the ratio of 1:8 for children aged 4-8 and 1:10 thereafter. Staff are on site from 7.30am to set up ready to open at 7.45am. If a member of staff is absent, she will ring the Headteacher or Deputy Headteacher 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 the Breakfast Club, either in a paid or voluntary capacity have a current DBS clearance. These records are held in the school office.
- Breakfast club 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.
- A separate risk assessment has been completed for Breakfast Club sessions and activities.

Catering:

- The Club supervisor has a Food Hygiene Certification.
- All regulations laid down by the Education (Nutritional Standards and Requirements for School Food) (England) (Amendment) Regulations 2011 are adhered to

Fire Procedure:

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

Communication with parents:

- Staff will communicate verbally with parents/carers bringing children, which may involve passing messages to classroom teachers.
- Written notes to parents from the Breakfast Club Staff are passed on via the child's teacher

Medication

- Inhalers are kept in the classroom. If a child needs an inhaler, a member of the Breakfast Club staff will escort the child to the classroom and observe that it has been taken correctly.
- Allergy information should be updated regularly and staff have access to this.

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 try to text families before 7.30 a.m.
- During adverse weather conditions school closure will be reported on the Bay Radio/Website, the school website and Lancashire County Council Website.

Refunds

Due to the need to book places in advance wherever possible so that levels of staffing can be organised parents should make arrangements to pay in advance, on the day or by weekly invoice. If the school cancels the club, advance payment will carry forward into the next week.

Complaints

Complaints will follow the school's complaints policy.