



ST JOSEPH'S CATHOLIC PRIMARY SCHOOL BREAKFAST CLUB POLICY

Aims:

- To provide a happy, welcoming place at the start of the school day where all children are valued.
- 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 8am – 8.45am. Term time only.
Breakfast stops being served at 8.30am.

INSET Days:

Breakfast club will not operate on Inset days

Admissions:

The club is fully inclusive for children from Reception to Year 6. Any parent/guardian with a child that has any additional or special needs should record these on the membership form. This is so that any child can be appropriately welcomed into the club.

Booking and Payment Arrangements:

Money to be paid daily or weekly.

After one week of non-payment a letter will be sent asking for outstanding amount. If, at the end of the second week there is still no payment and no explanation, then the child / children will not be able to attend.

If the club is used in an emergency or one off basis payment must be received on the day.

The breakfast club reserves the right to prevent any child's attendance to the club if at any time if they are not acting in a disciplined and responsible manner. Fees in this case will not be refunded. We also reserve the right to cancel Breakfast club, where numbers are insufficient, fees in this case would be refunded.

Location of Breakfast Club:

The club sessions are held in the sports hall. The sports hall kitchen is used to prepare food. The equipment and foods are kept in the sports hall kitchen and fridge. Staff ensure that all areas are left clean and tidy at the end of the club session.

Behaviour:

The School 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:

Breakfast club will feature in the School's newsletter.

Letters or texts will be sent home at the end of the school day regarding breakfast club, if parents need to be informed of anything.

Staffing:

A breakfast club team of staff employed by the school run the sessions.

They work together to ensure that the children have activities to occupy themselves with and that they are playing safely. They organise the cleaning of all of the equipment required to run the breakfast club and prepare the food.

In addition to breakfast club staff, other school staff members are on site from 7: 45am onwards.

All staff have a DBS check. Kitchen based staff are trained in Basic Food Hygiene and hold a certificate. Staff are identified by a lanyard with their photo and name.

Routine:

- ☐ Children should enter Breakfast Club via the Sports hall entrance in the nursery playground.
- ☐ Children should register
- ☐ Once they have eaten, they will clear their own cup and plate away from the eating tables and take them to be washed up by a member of staff.
- ☐ Breakfast is served until 8:30am
- ☐ During their time at the club they will have the choice of activities in which they may wish to participate.
- ☐ Children will help tidy up equipment at the end of the club.
- ☐ The staff will then supervise the children to the main building or into the reception class at 8.45am.

Resources:

Breakfast Club has its own supply of craft resources, games and tableware. This is kept in the Sports hall where the club takes place. All electrical equipment is PAT tested annually.

Parental and Pupil Feedback:

The school values any parental or pupil opinions and welcome feedback about how the club is run. Please talk to staff or make an appointment to speak to the Headteacher.

Complaints Procedure:

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

Cancellations:

Cancellations would be due to school closure due to adverse weather conditions, problems with the building. For example: no heating or water supplies, or unforeseen circumstances.

In the event of a cancellation:

- A member of school staff will endeavour to contact individuals by text or phone by 7.30am

Breakfast Menu:

Our selection of food aims to be a healthy balance.

Children have the choice whether to have food or not, although they are encouraged to do so. **The registration form will detail any specific requirements a child has.**

The school abides by the guidelines set by the School Food Trust. Further information regarding the Schools Food Trust can be found at www.schoolfoodtrust.org.uk.

Activities:

Each child is encouraged to make their own choices regarding the activities they choose to participate in. Breakfast club offer structured activities as well as free choice. Weekly programmes of activities may include:

- Art using various mediums
- Crafts using a wide variety of textures and materials
- Construction and Lego toys
- Board games

Emergencies:

Contact numbers to enable breakfast club staff to contact parents in the case of emergency are via Arbor.

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 Rigby Street opposite the Sports hall.

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

Safety & School Policies**Health and Safety:**

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

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 will 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. 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.

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 the accident will be recorded in the accident book. Breakfast club will follow the school's first aid policy.

Medication:

Inhalers are kept 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.

Policy Review:

This policy will be reviewed and evaluated by the School's Senior Leadership Team and will be reviewed every two years.

Approved by	Quality of Education Committee
Date	May 2025
Review	May 2027