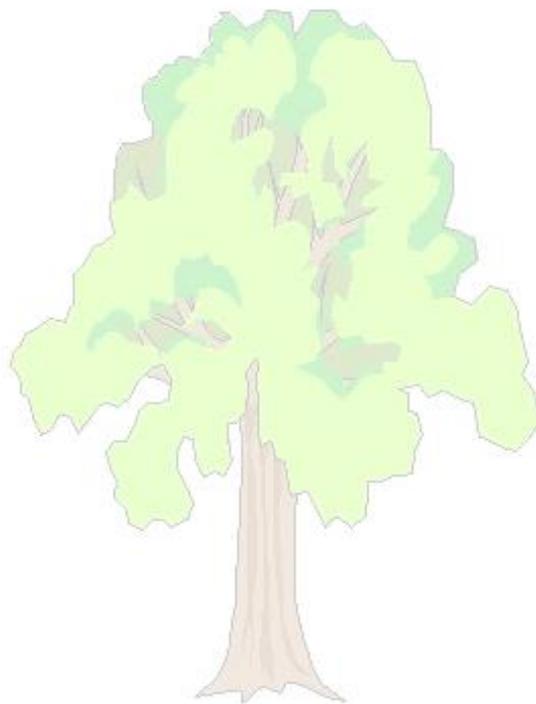


Breakfast Club



Policy Date: February 2018

Ratified by Governors on: 19 February 2018

Review Date: April 2019

Author: Sally Clements

Aims

- To offer a safe, secure and friendly environment in which children can enjoy a healthy nutritious breakfast under the supervision of qualified staff.
- In accordance with the school's healthy eating ethos to provide a nutritious breakfast served in a relaxed and supervised environment.
- To enhance the community spirit embraced by Senacre Wood Primary School and contributes towards the extended school role.

Opening Times

The Breakfast Club will open term time only on: **Every Morning Monday to Friday**
From: **8:00 - 8:45 a.m. (Breakfast served from 8 - 8:30)**

Breakfast comprising cereal, toast, fruit and juice will be provided and activities for children once they have eaten will be offered. Older children will be escorted to the playground and younger children taken straight to their classrooms at the end of each session.

Staff

Key members of staff

- Miss S Clements TA
- Mrs A Cooper-Frewer
- Mrs S Banister

All staff are DBS checked and have had appropriate training.

The senior members of staff will keep a list of all members of the breakfast club and a register of attendance will be taken daily.

Fees and Payment

Breakfast club is offered to pupils of Senacre Wood Primary School during term time only. The cost is £1.50 per child per session. Children entitled to Free School Meals (not universal FSM) may attend Breakfast Club free of charge. No Commitment is required and payment (cash only - no cheques) is to be paid either in advance or on the day.

Non-payment will deem a child not eligible to attend.

Policies and Procedures

School Policies relevant to the Breakfast Club include Equal Opportunities, Health and Safety, Whole School Food Policy and Behaviour Policy.

Parental/Pupil Feedback

The school value parental and pupil opinions and will welcome feedback on how the club is run.

Complaints procedure

In line with school policy please inform Miss Clements of any concerns, in the first instance.

Guidelines for Children, written specifically for the pupils attending.

We need to have rules at Breakfast Club to keep everyone safe, healthy and happy. You will be expected to follow these rules

- ✓ Follow adult instructions at once
- ✓ Be polite to everyone
- ✓ Respect other people's property
- ✓ Keep our hands and feet to ourselves
- ✓ Behave in a calm and quiet manner
- ✓ Do not leave the Breakfast Club room once you have been signed in unless an adult gives you permission.
- ✓ Behave in accordance with the School's Behaviour Policy.

If you do not follow the rules of Breakfast Club, Mrs Sweeney will be informed, who will contact your parents.

Guidelines for Parents/Carers

Please pay Breakfast Club fees promptly. If you have a problem paying the fees or your circumstances change, please talk to Miss Clements. All matters will be dealt with as quickly as possible and with discretion.

In the unlikely event of us having difficulty with your child's behaviour Mrs Sweeney will be informed and she will contact you.

If you wish your child to attend Breakfast club, just arrive at the main reception from 8am and ring the bell. A member of staff will open the door and see the children in. No need to book but payment must be made on the day or in advance. Please do not send your child earlier than 8am