

St. Luke's Breakfast Club Policy

2024-2027

Rationale

The breakfast club is organised by St Luke's C of E Primary School. It is an extended school activity designed to allow children to be in school from 7.45 am onwards, to have the opportunity 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 attending St Luke's C of E Primary School and takes place in the Sunshine Suite. Children need to be booked on prior to attending via our online payment platform. This will enable school to calculate the number of staff to child ratio required. However, due to the number of staff available, if demand exceeds the number of places available, a waiting list will be maintained.

The club will be open from 7.45am until 8.45am, but children should arrive no later than 8.20am in order to have a breakfast. Children arriving after 8.30am will not be provided with a breakfast as the food will have been cleared away and the planned activities will already be in progress. Child's details, medical conditions, the parent's contact details, an additional emergency contact name, address and telephone number are kept in a binder held by the club and in a locked cabinet. It is the responsibility of the parents to ensure that the office is informed of contact changes.

Use of Registers

Children are registered as they enter the school. The breakfast club supervisor will retain the registers which are kept in a locked cabinet. At the end of breakfast club, the supervisor tallies the numbers attending. At the end of the week the register is passed to the school office.

In case of an emergency where children must be evacuated from the building, the register must be taken and the children checked against the register to ensure they are present.

Safeguarding

In accordance with Safeguarding arrangements, all staff involved in the running of the Breakfast Club, will have current DBS clearance, and other required recruitment checks. A record of the checks undertaken are held securely on the school's SCR. Breakfast club staff will follow existing school policies and procedures for child protection and the code of conduct. Where ICT equipment is used, they must also follow the schools e-safety policy and procedures

Staffing and Supervision

The children are adequately supervised at all times. A minimum of two staff are on duty. At least one member of staff on duty holds a current paediatric first aid certificate and a food hygiene certificate. A register is taken of all children attending. It is the responsibility of the parent to ensure that the children are handed over safely to the staff. **Children need to be pre booked via our online payment system in order to attend the session.** Responsibility for the children is only taken if the children are correctly booked in and handed over to the staff by a parent or carer.

Food and Activities

Children will be offered a range of food for breakfast. Healthy food such as cereal and toast will always be available. Following breakfast, a number of activities will be on offer for the children to participate in. These may include craft activities, use of the school's iPads, games and toys. All resources necessary for the club will be purchased through the school budget designated for such purchases.

Behaviour Policy

Our Behaviour Policy will be in line with the School's Behaviour Policy. Children are expected to show a good standard of courtesy and behaviour at all times. If there are concerns with behaviour then parents will be contacted. Ultimately exclusion from breakfast club will be the final sanction from such provision when all possible strategies have failed.

Pricing Policy

The breakfast club daily fee is £4.

This fee is to cover the cost of:

- Staffing
- Food
- Equipment and day-to-day running costs.

It may be necessary to change fees from time to time; however Parents/Carers will always be given at least one term's notice of this.

Staff Members with children at St Luke's C of E Primary School can access the club free of charge on the days they are employed for.

Any remission arrangements will be at the discretion of the Governing Body however all Pupil Premium and Forever Six Children will be exempt from making any payments.

Refunds are not given in the case of absence.

Arrears – Payment should be made in advance. If a child owes 5 sessions a letter will be sent to the parent/carers. Until this debt is cleared in full the child will not be allowed to access the club.

Contingency Arrangements for Staff Absences and Emergencies

Arrangements for cover due to staff absence is organised by the breakfast club supervisors.

Fire Procedure

Children should exit school and stand at the assembly point. All registers should be taken and the children checked.

First Aid

If First Aid is administered, the treatment given is recorded in the school First Aid record book. A note and/or telephone call will be made to inform parents of what treatment the child has received.

Medication

Inhalers are kept in the child's classroom. If a child needs an inhaler, it will be obtained from the classroom by a member of staff.