



## Breakfast Policy

Date written:	January 2022
Date adopted/reviewed:	February 2022
Review schedule:	Triennially
Policy Area:	Premises

### 1. Aims and Ethos

At All Saints CE Primary School & Nursery it is our aim to raise standards by promoting a school ethos that is underpinned by core Christian values. Our Christian values support all areas of learning and can contribute to pupils' motivation to learn. It is recognised that this will be most successful when the values and attitudes promoted by the staff provide a model of behaviour for the children. All our policies and decision making are formed through the lenses of these Christian values to ensure that our school lives them out in all aspects of its collective life.

We believe a healthy breakfast in a relaxed, calm and positive environment helps to prepare children for a full day of learning and socialising. We aim to provide a high-quality service from our school-led Great Start Breakfast Club, which meets the needs of both parents/carers and children.

For parents/carers this means knowing that your child is safe and happy in a club that is reliable and offers a consistent service. For a child this means an environment that is safe, supportive, encouraging and challenging. It is also a place to be with friends and make new ones; try out new activities, to relax, to have fun and where appropriate complete homework tasks.

Parents/carers are expected to give their support and encouragement to the aims of our breakfast club.

### 2. Admissions and Opening Times

The Great Start Breakfast Club is a paid for service, provided by the Governing Body of All Saints CE Primary School as a convenience for parents. Eligible children do not have an absolute right to a place. Admission to and attendance at the Breakfast Club is subject to parental agreement to the terms and conditions outlined in this policy.

The club operates from 7.50am to 8.40am during term time. Please note this does not include INSET/Teacher Training Days.

The current session costs are £3.50 per session (discounted session cost for siblings is £3). This cost includes breakfast.

School age children (Year groups Reception to Y6) attending All Saints CE Primary School are eligible to attend the club. All places are subject to availability and receipt of payment. There are a maximum of 24 places available on each day the club is open.

Parents must register their child for a place at the club before they start attending. They should contact the school office to arrange this. Registering their child indicates parents are in full agreement with this policy and are bound by its terms.

Places can be booked for regular weekly slots, or ad hoc as required. In all cases, children **must be registered and booked in** before attending to ensure there is space available and meet statutory requirements for operating the club. Children without a booking cannot be admitted.

### 3. Daily Routine

- The club opens at 7.50am for parents to drop their children at Breakfast Club. Breakfast Club staff will welcome the children and register them for the club. This is the earliest possible arrival time.
- Children should be brought to the Main Entrance and 'handed over' to club staff. A doorbell is available to alert staff to their arrival.
- Breakfast is served until 8.20am. A range of healthy breakfast food is available, and children choose on the

day.

- Activities will be available for all children attending. This may include use of the school grounds for Daily Mile or play outside. Seasonal activities may also be provided (such as Remembrance/Christmas/Easter).
- The children will be escorted (EYFS & KS1) or sent (KS2) to their classrooms in time for 8.40am.

#### **4. Child Welfare**

By placing a booking with the Club, parents authorise breakfast club to take all necessary action to safeguard and promote the welfare of the child. All accidents will be recorded in the school accident book (noting time, date, nature of the incident, child involved, type and location of injury, action taken and by whom). The child's teacher will be informed of any incidents that occur during Breakfast Club, and parents may be contacted as appropriate.

The school accepts no liability for loss of personal property brought onto the premises by any parent/carer or child. We strongly encourage all items to be named, and valuables to be kept at home!

#### **Illness**

Parents of a child who becomes unwell during the club will be contacted immediately. Parents must not knowingly bring their child to Breakfast Club if they are unwell, in line with school policies on attendance, NHS or Government guidance. This includes respecting periods of self-isolation or quarantine periods. Parents/carers must inform breakfast club if the child has any known medical condition or health problem or has been in contact with infectious diseases.

#### **Safeguarding**

Great Start Breakfast Club staff follow the school's procedures, protocols and training requirements for all aspects related to Child Protection and Safeguarding. These are informed by statutory regulation/duty. If staff are concerned about a child, their family or if a child makes a disclosure to a member of staff they are required to record concerns using the secure system provided for this purpose, and alert the school's Designated Safeguarding Lead (DSL). The DSL will then take appropriate actions as required.

#### **5. Behaviour**

Whilst attending the club, children are expected to show the school values and follow usual school behavioural expectations.

#### **Positive Behaviour**

They should respect one another, choose and participate in a variety of activities, ask for help if needed, and do all they can to enjoy their time at the club. Positive behaviour is encouraged by staff acting as positive role models, praising appropriate behaviour, and informing class teachers about individual achievements.

#### **Inappropriate Behaviour**

Should children demonstrate inappropriate behaviour, this will be challenged in a calm, firm and positive manner, in line with the school's Positive Relationships and Behaviour Policy. If necessary, a child may be temporarily removed from the activity. Staff will always explain why the behaviour displayed is inappropriate and restate expectations. Staff will encourage and facilitate mediation between children to try to resolve conflicts. Staff will consult with parents and class teachers to formulate clear strategies for dealing with persistent inappropriate behaviour.

#### **Exclusion**

If after consultation with parents and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, the club may decide to exclude the child – either temporarily or permanently. The reasons and processes involved will be clearly explained to the child and their parent/carer.

#### **6. Fees and Payments**

Session fees/costs are set by the Governing Body in consultation with the Headteacher and after consideration of the expenses incurred to the school for running the club. They are reviewed annually. Changes to fees will be notified in writing to parents, providing at least one half-terms' notice of any increase.

Fees and payment of fees are the responsibility of each person who has signed the Registration Form. Payments must be made in advance of taking up the booking and are due for all bookings made. The school uses an online payment system for parental convenience and efficient management of the club's finances.

## **Cancellation and Refunds**

Due to the advance planning we need to make for provisions and staffing, we are unable to cancel bookings once made. Refunds will only be offered where the school is unable to run the club as advertised (such as in the event of Severe Weather Closure).

Refunds are not offered when a child is absent for any reason if the club is still running. In exceptional circumstances (case by case basis, generally one off, never to be repeated instances), bookings may be transferred to an alternative date with the consent of the Headteacher.

Failure to pay fees due will result in the booking being cancelled and the school will follow its Debt Recovery Policy to recover any lost income.

At the school's discretion, a small number of places may be offered for a reduced rate to children in receipt of Pupil Premium Funding, dependent on personal circumstances and in line with the planned spending for this funding (which aims to improve educational outcomes for disadvantaged pupils).

## **7. General Conditions**

### **Staffing**

School HR Policies will be followed for breakfast club staff (such as when staff are unable to attend for whatever reason), and cover arranged in line with current school procedures as appropriate. The Governing Body will formally review staffing arrangements for the club annually, informed by historical and ongoing use of the club by parents, and following school HR Policies and Employment Law as appropriate.

### **Updated Information**

Parents should ensure the school is notified of any changes in contact details, family situation, Court Orders, situations of risk, or other changes/information in relation to the child for which any special precautions or adaptations may be needed. This should be done through the school office and as soon as possible.

### **Confidentiality**

Breakfast club staff will be informed of sensitive issues concerning any child in their care on a 'need-to-know' basis.

### **Special Educational Needs or Disabilities**

Parents/carers should notify Breakfast Club if their child has additional learning needs or physical difficulties. We will do all we can to operate inclusively and ensure children can access the activities on offer. Breakfast Club will comply with the Code of Practice for Special Educational Needs and Disabilities as far as it is able to, and will make all reasonable efforts to accommodate the needs of children with disabilities.

### **Equalities**

Great Start Breakfast Club welcomes children and staff from many different ethnic groups, backgrounds and cultures. Similarities and differences are valued and respected and all children are treated equally.

### **Severe Weather or Emergency Closure**

In the event of Breakfast Club's closure due to severe weather parents/carers will be advised according to the normal school closure procedures. See Section 6 regarding refund of fees due to the school's operational decision not to open the club.

### **Insurance**

Breakfast Club undertakes to maintain those insurances which are prescribed by law.

### **Complaints**

The Breakfast Club follows the principals and procedures outlined in detail in the school's Complaints Policy. Parents/carers who have concerns in relation to any matters of quality, safety or care at Great Start Breakfast Club, should inform the breakfast club staff in the first instance. Should the complaint remain, the parents/carers should contact the Headteacher. If this does not resolve the issue, then they should follow the Formal Stage complaints procedure outlined in the School's Complaints Policy which can be found on its website.

**Review**

This policy – which forms the standard terms and conditions for using the Great Start Breakfast Club - will be reviewed by the Governing Body in consultation with the Headteacher, Finance Officer and Breakfast Club staff at least every three years, or more frequently if necessary. Notice of any changes will be given in writing as soon as practicable. Fees are reviewed annually (see Section 6 above), and one half-terms' notice given of any increase.