



BREAKFAST CLUB POLICY

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.
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Organisation

The breakfast club is open to all pupils attending Great Orton Primary School. It is open from 8.00 am to 8.45am. Breakfast club is held in the school hall. The child's details, medical conditions, emergency contact details, and additional emergency contact name, address and telephone number are kept in the School Office which is accessible to breakfast club supervisors. 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 hall. Newcomers are added to the register. The breakfast club supervisor retains the registers which are kept in the school office. At the end of breakfast club the supervisor tallies the numbers attending.

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

Staffing and supervision

The children are adequately supervised at all times. The Headteacher is contactable on a daily basis in the event of any queries or staffing issues. All members of staff are DBS checked. 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.

Food and Activities

Children will be offered a healthy range of cereals, toast, fruit and milk or water for breakfast. Following breakfast a number of activities will be on offer for the children to participate in. All resources necessary for the club will be purchased through the school budget designated for such purchases.

Behaviour Policy

The Behaviour Policy is broadly in line with the School's Behaviour Policy. Our Behaviour Policy is based on a whole school approach to positive reinforcement and modelling of good behaviour. 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 £1.50 per child.

This fee is to cover the cost of:

- Staffing and administration.
- 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 month's notice of this.

The club is run on a non-profit making basis.

Contingency arrangements for staff absences and emergencies

Arrangements for cover due to staff absence is organised by the breakfast club supervisor, who keeps a register of staff available for cover. The Headteacher will be contacted by the breakfast club supervisors if cover cannot be found.

Fire Procedure

Children should exit the hall and assemble on the playground.
All registers should be taken and the children checked.

First Aid

If First Aid is administered, the treatment is given in line with School Policy.

Risk Assessment

A risk assessment has been carried out for the breakfast club.

This policy will be reviewed by the governing body as and when it is deemed necessary with changing circumstances and the extended numbers to the school.

Written January 2019

To be reviewed January 2021

Adopted by the Governing Body on 25/3/2019

Chair of Governors L Thorp