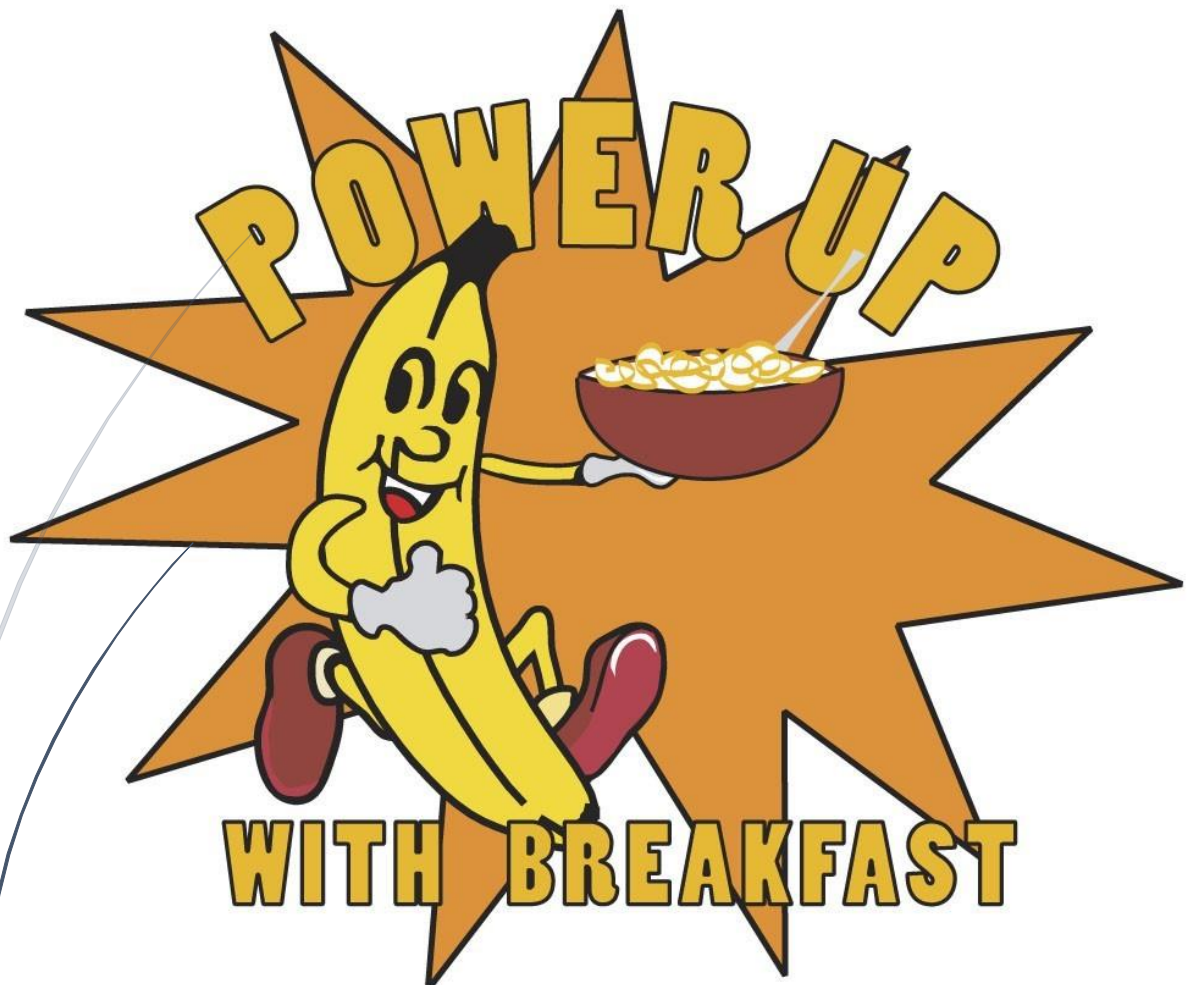




# Breakfast Club Policy 2024-2025



# Teagues Bridge Primary School

## BREAKFAST CLUB POLICY

Written on:	12 <sup>th</sup> September 2016
Reviewed	9 <sup>th</sup> July 2024
Next Review	July 2025
Staff Responsibility	Mrs S. Abdulla
Governor responsibility	Stephen Reynolds

### **Breakfast Club Aims:**

- To provide an affordable, early drop off childcare facility for parents/carers.
- To provide a welcoming, safe and secure environment for pupils before the beginning of the school day, so that they are ready to learn for the start of the formal school day.
- To provide children with a nutritious breakfast at the start of the day in a pleasant, calm and relaxed environment.

### **Introduction**

The Teagues Bridge Primary Breakfast Club is run by Teagues Bridge Primary School and exists to provide high quality out-of-school hours childcare for our parents/carers. The children 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. They are also encouraged to be independent at these times and to make decisions for themselves, through their choice of food and drink, and to participate in activities with each other, developing social and interactive skills. The club operates from 8.00am – 8.45am daily, term time only, (excluding INSET days), and current costs for each session are £3.00. A copy of this policy is provided to all parents of children attending the club and is also available on the school website. All parents must complete a registration form for each child attending the club and sign the parental agreement to adhere to the terms of this policy.

### **Admissions**

Only children attending Teagues Bridge Primary School from Year R to Year 6 are eligible to attend the club.

All places are subject to availability.

The registration process must be completed prior to the child's commencement at the club.

This policy is available for parents to view via our school website [www.teaguesbridgeprimary.org](http://www.teaguesbridgeprimary.org).

All club staff are made aware of the relevant details of all children who are signed up.

Children's attendance is recorded in a register.

### **Booking Places**

Applications for Breakfast Club places should be completed via the school office. Guaranteed places should be booked by Thursday of the previous week. However, subject to space, ad hoc places may be booked up to the day before a space is required.

Priority booking for some places will be given to families in receipt of Pupil Premium.

At the start of the half term, priority for spaces will be given to bookings for the same day of every week of the half-term.

Successful bookings will be confirmed by the school office.

Fees must be paid via Parentpay. You will not be allocated a space if this is not paid before hand.

Two weeks' notice must be given to cancel your child's place or reduce the number of sessions your child attends, if s/he has a regular place.

Bookings cannot be taken on the day.

All full-time and part-time places need to be booked a week in advance to secure an place and so staff can ensure enough food is available.

### **Pricing Policy**

Current costs are £3.00 per session.

If fees have not been received by THURSDAY of the previous week, the childcare place may be lost from Monday of the following week, as this place may be offered to a child on the waiting list.

Payment is due for all booked sessions, even if your child is unable to attend. Refunds are not given in cases of absence.

Parents should keep their receipts as proof of payment.

Parents/Carers will always be given at least a half term's notice of any change in fees.

### **Staffing**

The Breakfast Club Leader will be suitably qualified to take all ages attending the club.

The club will be staffed at the ratio of 1 adult for every 10 children. At all times the Breakfast Club Leader will be present; in addition, members of the Senior Leadership Team are in the building from 7.45am onwards.

### **Arrival and Departure at Breakfast Club**

Parents/Carers are required to bring their child to the main front door and sign them in.

All children will be sent directly to their classrooms at 8.45am.

Parents must call the school office if their child is going to be absent from the club, using the usual absence reporting procedures, but making it clear that it is absence from Breakfast Club.

### **Daily Routine**

From 8.00am onwards, Parents/Carers bring their children to Breakfast Club, using the main pedestrian entrance gate. The club is situated in the school small hall where a range of activities are set out.

Children must be in the Breakfast Club by 8.15am to receive breakfast. Any child arriving later than this will be unable to have breakfast.

In the remaining time, children will be engaged in a range of provided activities.

8.30am is tidy up time, encouraging the children to take responsibility for their environment.

At 8.40am, children collect their coats and bags. Children are sent directly to their classrooms.

### **Food**

Breakfast Club children will be offered a breakfast, in line with the School Food Regulations, January 2015, which will include:

- Fruit juices, milk or water
- Cereal
- Wholemeal toast with jam/honey/marmite
- waffles
- breakfast from around the world

Staff will encourage all children to eat a breakfast that will enable them to be successful in their learning throughout the morning. Parents will be advised if their children do not eat appropriately. Breakfast will be served to children until 8.15am and any child wishing to have breakfast must have arrived by this time.

Any special dietary needs should be recorded on the booking form.

### **Behaviour**

Whilst attending Breakfast Club, children are expected to:

- use socially acceptable behaviour;
- respect one another, accepting differences of race, gender, ability, age and religion;
- choose and participate in a variety of activities;
- ask for help if needed, and
- enjoy their time at the club.

Positive behaviour is encouraged by staff acting as positive role models, praising appropriate behaviour and informing parents about individual achievements.

Dealing with inappropriate behaviour: The Breakfast Club will follow the school's Behaviour Improvement Policy. Any child that persistently disrupts the smooth running of the Breakfast Club may forfeit his/her place.