

Policy: Breakfast Club

Author: Sarah Wilson (Principal)

Date of Approval: July 2021

Approved By: Academy Council

Review Date: July 2022

Nelson Academy Breakfast Club Policy

Aims:

- To provide a happy, welcoming, safe and secure environment before the start of the school day where all children are valued.
- To support working parents by providing an affordable, self-sustaining, early drop off childcare facility for parents/carers during term time.
- Be consistent and reliable to enable parents/carers to have confidence and peace of mind whilst their child is at Breakfast Club.
- To continue to build positive links/relationships with parents/carers.
- To provide children with a nutritious breakfast at the start of the day in a pleasant and relaxed environment.
- To provide a calm play environment in which for children can engage socially with children from other year groups, therefore strengthening relationships in the school community.

Opening Times:

Monday to Friday 7.45am – 8.45am. Term time only.

Breakfast stops being served at 8.15am.

There are currently 30 places available for Breakfast Club.

Parents/carers should not drop their child/children off before 7.45am and there will be no supervision for children arriving early.

INSET Days:

Breakfast club will not operate on staff development (INSET) days.

Admissions:

The club is fully inclusive for children from Reception to Year 6.

Any parent/carer with a child that has any additional or special needs should contact the school office. This is so that any child can be appropriately supported in the club.

Any parent/carer with a child that has a medical condition should notify the school office and complete a form. This is so that any child can be appropriately supported in the club.

Any parent/carer with a child that has an allergy should notify the school office. This is so that any child can be appropriately supported within the club.

Charges:

The club must be sustainable. The cost per child will cover staff costs, administration and resources. The cost will be for each child, and no discounts will be available for siblings. There will be no reduction for less than a whole session.

September 2021 – per session: £3.00

Staff who work at, and have children who attend the Nelson Academy may also book placements to attend Breakfast Club. They will be charged at the same rate as parents/carers.

Booking and Payment Arrangements:

Booking and payment should be paid in advance weekly, monthly, half termly or termly before the first day of attendance on the Pupil Asset app. If you need help with this please contact the school office.

After one week of non-payment a letter will be sent asking for outstanding amount. If, at the end of the second week there is still no payment and no explanation, then the child/children will not be able to attend.

If the club is used in an emergency or one-off basis payment must be received on the day. The breakfast club reserves the right to prevent any child's attendance to the club if at any time if they are not acting in a disciplined and responsible manner. Fees in this case will not be refunded. We also reserve the right to cancel Breakfast club, where numbers are insufficient, fees in this case would be refunded.

Location of Breakfast Club:

Breakfast Club sessions are held in the main hall. The school's kitchen is used to wash tableware. The equipment and foods are kept in the school's kitchen. Staff ensure that all areas are left clean and tidy at the end of the club session.

Behaviour:

The School Policy and rules with regard to behaviour are followed to ensure consistency for the children at the club. If a child continually behaves inappropriately, the school reserves the right to withdraw the place.

Communication with Parents:

Occasionally, Breakfast Club will feature in the school's monthly newsletter. Letters, Dojo's or texts will be sent home at the end of the school day regarding Breakfast Club, if parents need to be informed of anything.

Staffing:

Breakfast Club is supervised by:
Mrs May – Breakfast Club Play Worker
Mrs Wilks – Breakfast Club Play Worker

They work together to ensure that the children have activities to occupy themselves with and that they are playing safely. They organise the cleaning of all of the equipment required to run the Breakfast Club and prepare the food.

In addition to Breakfast club staff, other school staff members are on site from 7.00am onwards.

Staff levels may fluctuate to meet current needs. If a member of staff is absent, they must ring the Principal or Operations Officer who will arrange any necessary cover. All staff have a DBS check. Staff are identified by a lanyard with their photo and name.

Routine:

- Children should enter Breakfast Club via the main reception entrance at the front of the school.
- Children should register with a member of Breakfast Club staff.
- Staff will prepare their breakfast food.
- Once they have eaten, staff will clear their cup and plate away from the eating tables and take them to be washed up.
- During their time at the club children will have the choice of activities in which they may wish to participate.
- Children will only use the toilet in the main hall.
- Children will help tidy up equipment at the end of the club.
- The staff will then supervise the children to their classroom at 8.45am.

Resources:

Breakfast Club has its own supply of craft resources, games and tableware. This is kept in the school hall where the club takes place. All electrical equipment is PAT tested annually.

Parental and Pupil Feedback:

The school values any parental or pupil opinions and welcome feedback about how the club is run. Please talk to Breakfast Club staff or make an appointment to speak to the Principal.

Complaints Procedure:

Any complaints by a parent/carer regarding the Breakfast Club will follow the school complaints procedure. A copy is available to view online <https://www.eastern-mat.co.uk/wp-content/uploads/2020/01/Complaints-Policy.pdf> or a copy can be requested via the main school office.

Cancellation by Breakfast Club:

Cancellations would be due to school closure due to adverse weather conditions, problems with the building. For example: no heating or water supplies, or unforeseen circumstances.

In the event of a cancellation:

- A member of school staff will endeavour to contact individuals by text, Dojo or phone by 7.30am
- School closures are reported locally on BBC Radio Norfolk.
- School closures are reported online at Norfolk County Council http://www.disruptions.norfolk.gov.uk/ncclosures_schools.html

A credit or refund will be made available linked to any days cancelled by the school.

Cancellation by Parents/Carers:

Refunds will be considered upon written cancellation by a parent/carer of the child.

Breakfast Menu:

Our selection of food aims to be a healthy balance. Children will be active in the preparation of their breakfast and will learn hygiene skills. Children have the choice whether to have food or not, although they are encouraged to do so. **Parents/carers are required to contact the school office with details of any specific dietary requirements a child has.**

Activities:

Each child is encouraged to make their own choices regarding the activities they choose to participate in. Breakfast Club offers structured activities as well as free choice.

Weekly programmes of activities may include:

- Art using various mediums
- Crafts using a wide variety of textures and materials
- Construction and Lego toys
- Board games

Emergencies:

As part of the booking form parents/carers will be asked to complete emergency contact numbers to enable Breakfast Club staff to contact them in the case of an emergency.

Fire Procedures:

In the event of a fire, children and staff will follow the normal school procedures, leaving the building calmly via the closest exit. They will congregate on the school's playground in a line. The club's register for the day will be called and all names will be checked. There will be a fire practice in accordance with the school's emergency fire and evacuation policy

Health and Safety:

Breakfast Club is run by the school and the existing Health and Safety Policies will be followed. The hall area will be checked regularly by staff to ensure the safety of the children.

Risk assessment:

A separate risk assessment has been completed for Breakfast Club sessions and activities.

Equal Opportunities:

Breakfast Club will take positive steps to ensure that provision is made for a safe, caring and welcoming environment, which promotes and reflects cultural and social diversity

and is equally accessible to all. All children and their families will be treated with equal concern and value.

Safeguarding:

In accordance with Safeguarding policies and procedures, all staff involved in the running of the Breakfast Club will have current DBS clearance. These records are held centrally at Eastern Multi Academy Trust.

Breakfast Club staff will follow existing school policies and procedures for child protection and the code of conduct.

Where ICT equipment is used, staff and children must also follow the school's e-safety and acceptable use of ICT policies and procedures

Policies and Procedures:

Breakfast club will follow the school's own policies and procedures and these are available from the school office or online

<https://www.nelsonacademy.co.uk/page/?title=Policies+and+Documents&pid=18>

Accidents:

Accidents will be treated by a trained first aider and the accident will be recorded in the accident book. Breakfast Club will follow the school's First Aid policy.

Medication:

Inhalers are kept in the classrooms. If a child needs their inhaler, then a member of staff will escort them to their classroom to observe that the medication has been taken correctly. Other medication will be administered according to the existing school policy on medication.

Policy Review:

This policy will be reviewed and evaluated by the Principal and will be reviewed every year.

Sarah Wilson – Principal – July 2021