



Moorlands Primary School



“Anything is Possible!”

Breakfast Club Policy

Aims

- 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.

Organisation of Breakfast Club

The breakfast club is open to all pupils attending Moorlands Primary School. It is open from 7.45 am to 8.45am, but children should arrive no later than 8.30am to enable staff to clear food and clean before the start of the school day. 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. A maximum of 20 children can attend Breakfast Club. To help with the planning and preparation of Breakfast club a pre-booking system is in place. This needs to be booked by 3.00 pm the previous day to secure the place. Regular attendees can book places for the term and review when necessary, weekly payments for Breakfast Club for the following week needs to be paid by the **Friday of the previous week** to ensure that the place is secure

Use of Registers

Children are registered as they enter the hall. The breakfast club supervisor retains the registers which are kept in the school office. 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. Three staff members are on duty at all times and the Head teacher is contactable on a daily basis in the event of any queries or staffing issues (in the absence of the Head Teacher, the Deputy Head will be the next contactable leader). All members of staff are DBS checked. All members of staff on duty hold a current first aid certificate and food hygiene certificate level 1. 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 range of cereals, toast and squash or water for breakfast. Following breakfast a number of activities will be on offer for the children to participate in.

Behaviour Policy

The Behaviour Policy at Breakfast Club follows 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 £3.70.

This fee is to cover the cost of:

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

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 Head teacher.

Fire Procedure

Children should exit the hall and assemble on the Key Stage 2 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.