

Westfield Primary School



Breakfast Club

Adopted by Governors: March 2020

Chair of Governors: Mrs Lynne Farrow

Signed:

Head teacher: Miss Pope

Signed:

Review Date: March 2022



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Breakfast Club Policy

-  To provide a welcoming, safe and secure environment for pupils before the beginning of the school day;
-  To provide an affordable, self sustaining, early drop off childcare facility for parents/carers during term time;
-  To continue to build positive links/relationships with parents;
-  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.

Procedures Staffing

There will always be a minimum of two Breakfast Club staff at each session. In addition to Breakfast Club staff a member of the Senior Leadership Team will be on site from 7:50am. Parents should not drop off their children earlier than the start time, 7:30am as there will be no supervision of children arriving earlier.

Contingency Arrangements for Staff Absences and Emergencies

If a member of staff is absent, they must ring the Headteacher who will arrange cover.

Booking Arrangements.

Places are Pre-booked and we are holding a waiting list. If you would like your child to be added to the waiting list, please contact the school office.

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 2020 – Sessions price is £2.50, additional siblings are reduced to £1.25.

Payment/Non-payment.

Payment will be due at the beginning of each session week. Except in exceptional circumstances, and following written agreement from the Breakfast Club, in cases of non-payment, the place will be offered to another if the invoice is not settled within 14 days of the last session attended. Access will be denied from that date onwards. A letter will be sent in advance of any such action.

Cancellation by Breakfast Club:

The only possible cause for cancellation would be school closure due to adverse weather conditions or problems with the building, e.g. no heating or water supplies. In the event of closure: A member of school will either send a text message, or will endeavor to contact individuals by telephone before 7:30am. During adverse weather conditions school closure will be reported on the Halton Website.

Cancellation by Parents and Refunds

Due to the need to pay and book places in advance so that levels of staffing can be organised, we will be unable to offer a refund if a child does not attend.

Refunds will, except as detailed above in respect of cancellation by Breakfast Club, **only** be available upon written cancellation by a parent of the child as follows:

(i) Pre-booked places will automatically continue until cancelled;

(ii) Subject to the following paragraph: cancellation of pre-booked places must be in writing and must give two weeks' notice, i.e. no refunds will be received for days between the receipt of written notice and two weeks thereafter.

(iii) Cancellation of a pre-booked place for a following term must be given no less than 2 weeks before the end of term. Failure to give notice in accordance with this paragraph will lead to charges in respect of some or all of the first two weeks of the following term on a pro rata basis (e.g. cancellation in respect of the following term given one week before the end of term will lead to charges for the first week of the new term due to the delay in notification).

Use of Registers

Children will be registered as they are admitted in from the small hall door by one of the Breakfast Club staff on duty. The register will be kept in the Breakfast Club room during the session, and stored in the school office outside of club hours.

Cooking and Serving Facilities and Menus:

Westfield Primary will supply food and equipment e.g plates, cutlery etc, and provide staff to prepare and serve food. The choice of food will be made available to parents and carers via the welcome pack.

Allergy information will be available from the school, and will be updated regularly.

Organisation

Breakfast Club will be open to pupils from Reception to Year 6 from 7:30am until 8.50am. Breakfast will be available from 7:30am to 8.15am.

Parents and carers will complete a registration form with each child's details, medical conditions, parent contact details, additional emergency contact information, allergies, and will be available to Breakfast Staff during each session. These will be kept securely in the school office.

Addressing barriers to achievement

Breakfast club will be offered to pupils that the school feels would benefit from attending, by providing an environment to enable them to:

- Interact with staff, and ensure that they are settled in the morning,
- Improve attendance by being on time for am registration
- Address problems relating to pupils being hungry on arrival at school. These spaces will be funded by the school.

Resources

Breakfast club resources are kept in a lockable cupboard in the dining area. All electrical equipment must be PAT tested, as required, before use.

Behaviour

Because the Breakfast Club is run by the school, the existing school Behaviour Policy will be followed.

Communication with Parents

Staff will have verbal communication with parents/carers bringing children which may involve passing message to classroom teachers. A note of these messages should be recorded. Written notes to parents from the Breakfast Club Staff will be passed on via the office to the child's classroom teacher, or text. Parents may make appointments with a member of the Breakfast Club Staff, or the School Business Manager to discuss matters/issues pertaining to the Breakfast Club.

Safeguarding

In accordance with Safeguarding arrangements, all staff involved in the running of the Breakfast Club, will have current DBS clearance, and other required recruitment checks. These records are held in the school office.

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

Where ICT equipment is used, they must also follow the schools e-safety policy and procedures.

Fire Procedure

In the event of a fire, children and staff will follow the normal school procedures, leaving the building in a calm orderly via the closest exit.

They will congregate on the playground. The club register should be taken outside and all names checked. There will be a fire practice once per term.

Medication

Inhalers are kept in the medical room. If a child needs an inhaler, a member of the breakfast Club staff will escort the child to the office and observe that the medication has been taken correctly. A text will be sent to a parent/carer, from the school office staff.

All other medication administered will follow the existing school policy (the Administration of Medication Policy).

If in doubt as to the application of this policy, parents are encouraged to contact the Breakfast Club Supervisor for clarification.

Risk Assessment

A separate risk assessment will be completed for Breakfast Club sessions and activities.

Confidentiality of Documents

Confidential documents are kept securely in the school office.

Complaints

All complaints notified in writing by a parent regarding the Breakfast club will be investigated by a member of the School Senior Leadership Team and a record kept of the outcomes.

This policy will be made available to parents and carers on the Breakfast Club noticeboard and school website.

Approved by the Governors	
Review date	