



# Glazebury C E Primary School



## Policy Header

<b>Policy Title</b>	<b>Breakfast Club</b>
<b>Version No</b>	<b>Two</b>
<b>Written / Adopted Date</b>	<b>Written February 2016 Reviewed April 2017</b>
<b>This policy complies with WBC guidance</b>	<b>Yes</b>
<b>Linked Policies</b>	<b>Curriculum, safeguarding, H&amp;S policies</b>
<b>Written By</b>	<b>School</b>
<b>Date shared with Staff</b>	<b>May 2017</b>
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# Breakfast Club Policy

## **Rationale**

A Breakfast club will provide a healthy start to the day, it will ensure that children get the right nutritional balanced diet which will maximise and enhance their capacity to learn. The club will offer a range of enriching stimulate, enhance, engage, excite and create enjoyment that enables children to learn from practical first hand experiences. It runs from 7.30am until 8.50am and the cost is £2.50 per session.

## **Purpose**

- To provide children with a nutritious start of the day.
- To ensure that children have a rich and varied menu of activities.
- To have experiences that are not available within the classroom to develop pupils social and emotional intelligence and to encourage self-esteem and independence.
- To ensure that pupils have a prompt start to the day.
- To minimise attendance issues.
- To provide wrap-around care to fulfil the school's extended services role.
- To ensure equality of access to all pupils in spite of age, race, disability or religion.
- To encourage and develop a high standard of work within and out of the classroom.

## **Broad Guidelines**

1. We follow the Warrington LEA Guidance for the management and setting up of a breakfast club.
2. All staff who manage the club have been trained on food hygiene and hold relevant certificates.
3. All staff who manage the club are first aid trained, are aware of all children's allergies and additional medical needs and are appropriately trained.
4. All appropriate recruitment safeguarding measures and induction procedures have been undertaken.
5. Children are registered as soon as they enter breakfast club and their time of arrival is logged on the register. There are separate EYF/KS1 and KS2 registers. When children separate into KS1 and KS2 groups at 8.25am the register is passed along to the staff members responsible.
6. All appropriate documentation for each child has been completed, parental consent form and Home/ School Agreement.
7. The club has developed its behaviour management strategies that are in line with the school's Behaviour Policy.
8. Parents are aware of that if pupils infringe the behaviour code of practice identified in the Home/School Agreement that they could face the possibility of being asked to leave the club.
9. All parents/guardians must supervise children to the main entrance of the school and handed over to a member of staff; if a parent fails to bring their child to school a member of staff must contact the parent/guardian.

10. The senior supervisor will monitor the effectiveness of the club, breakfast delivery and menu of activities.
11. The senior supervisor will liaise with class teachers and administrative staff to communicate relevant resource issues and pupil management issues.
12. The senior supervisor will ensure that the appropriate food resources are available each day to run the club.
13. The Breakfast Club staff will ensure that the school facilities will be left in a tidy and clean fashion after usage and that all equipment is appropriately stored.
14. Breakfast club phone is to be kept with senior supervisor to contact parents/ staff in an emergency.
15. A copy of all the children's emergency contact details are kept in a file that is always with staff members of breakfast club.
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### **Admissions Criteria**

Order of priority for admissions:

1. Children in public care.
2. Children who have a special educational need.
3. Children who have attendance issues.
4. Children who have a sibling (this includes full/half/step brothers/sisters who are living at the same address as part of the family unit) already attending the school and expected to continue in the school the following year.
5. Children who attend other Warrington Borough Schools.

**Home School Child Agreement Breakfast Club**

**School will:**

- Encourage children to eat a nutritious breakfast.
- Encourage children to take care of their surroundings and others around them.
- Provide a safe environment.
- Provide positive experiences to enable a good start to school day.
- Communicate with parents on a regular basis when issues arise.

Signature: ..... Date: .....

**Families will:**

- Make sure that your child’s clothes and belongings have their names on.
- Make sure that children attend school with appropriate outdoor wear for outside activities.
- Ensure that known allergies to all food substances are declared to staff.
- Ensure that appropriate payment for each session is made.
- Ensure that Breakfast Club is informed of a child’s absence if your child is regular to Breakfast Club.

Signature: ..... Date: .....

**Children will:**

- Always listen to and follow instructions.
- Keep hands and feet to yourself.
- Walk around school quietly keeping to the left.
- Be quiet and respect everyone.
- Take care of others and all property.

Signature: ..... Date: .....

**Together we will:**

- Tackle any additional needs.
- Encourage children to keep to the school rules.

Support children’s positive learning experiences to help them to achieve their best