



# Glazebury C E Primary School



## Breakfast Club Policy

<b>Policy Title</b>	<b>Breakfast &amp; Extended Provision Policy</b>
<b>Version No</b>	<b>Five</b>
<b>Written / Adopted Date</b>	Written May 2018 Reviewed June 2018, May 2019 Reviewed Oct 2019 (Removed ASC) Reviewed Dec 2020 (Added Extended)
<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>December 2020</b>
<b>Date Ratified by Governors</b>	<b>10/12/2020</b>
<b>Review Date</b>	<b>December 2020</b>



*"Growing together at the heart of God's community"*



**Trust Prayer:**

*We thank you, God of Love, for the gift of children,  
bless the work of our Trust, that in all we do  
young people may grow in wisdom and stature,  
and so come  
to know you,  
to love you  
and to serve you,  
as Jesus did.*

*We make our prayer in his name who is God  
with you and the Holy Spirit, now and for ever.*

## **Breakfast & Extended Policy**

### **Rationale**

1. Wrap around care is essential to many working parents. At Glazebury CE Primary we have chosen to provide the above services in an endeavour to continue to put children at the heart of everything we do. The provision of a Breakfast Club (available to all year groups) and Extended Provision (available to nursery to year 1 inclusive but will be reviewed annually) will help to ensure continuity of care for the child and family. We hope in doing so, it provides support for working families to start and continue to work and train.
2. The 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 provisions will offer a range of enriching stimulate, enhance, engage, excite and create enjoyment that enables children to learn from practical first hand experiences.
3. Breakfast Club – runs from 7.30am until 8.50am
4. Extended Club – runs from 3:15pm to 5:15pm

### **Purpose**

- To provide children with a nutritious snack in the morning and after school (inline with agreed menu's)
  - To ensure that children have a rich and varied menu of activities.
  - To have experiences that are not available within the classroom to develop pupil's social and emotional intelligence and to encourage self-esteem and independence.
  - To ensure that pupils have a prompt start to the day.
  - To ensure pupils have homework support
  - 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.
- 5.

### **Broad Guidelines**

6. We follow the Warrington LEA Guidance for the management and setting up of a Breakfast and Extended Provision.
7. All staff who manage the provisions have been trained on food hygiene and hold relevant certificates.
8. All staff who manage the provisions are first aid trained, are aware of all children's allergies and additional medical needs and are appropriately trained.

9. All appropriate recruitment safeguarding measures and induction procedures have been undertaken.
10. Children are registered as soon as they enter breakfast club and their time of arrival is logged on the register.
11. Children are entered on a register in Extended Provision and are signed out by parent/carer when collected – recording name and time.
12. The club has developed its behaviour management strategies that are in line with the school's Behaviour Policy.
13. 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.
14. All parents/guardians must supervise children to the main entrance of the school and handed over to a member of staff in the morning for breakfast club. If a parent fails to bring their child into school a member of staff must contact the parent/guardian.
15. The supervisor will monitor the effectiveness of the club, breakfast delivery and menu of activities. A menu is set for the term and reviewed/amended dependent on season.
16. The supervisor will liaise with Class teacher, Headteacher, Office to communicate relevant resource issues and pupil management issues.
17. The supervisor will ensure that the appropriate food resources are available each day to run the club in line with the set menu's.
18. The staff will ensure that the school facilities are left in a tidy and clean fashion after usage and that all equipment is appropriately stored.
19. A copy of all the children's emergency contact details are kept in the school office which is accessible for all staff. Phones are available in the Kitchen, EYFS and office for contact purposes.

### **Admissions Criteria**

20. Order of priority for admissions:
- Children in public care.
  - Children who have a special educational need.
  - Children who have attendance issues.
  - 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.
  - Children who attend other Warrington Borough Schools.

**Fees**

21. Fees will be reviewed by The Governors annually (during the summer term).
22. Pricing structure and any changes to the fees charged will be communicated to you in writing in advance.
23. The provisions are not aimed to make a profit but to be sustainable need to break even.

**Home School Child Agreement Breakfast & Extended Provision****School will:**

- Encourage children to eat a nutritious breakfast and afternoon snack
- Encourage children to follow the school's Golden Rules
- Provide a safe environment.
- Provide positive experiences at the start and end of day.
- Communicate with parents on a regular basis and when issues arise.

**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 and medical conditions particularly relating to food substances are declared to staff.
- Ensure that appropriate payment for each session is made in advance of accessing

**Children will:**

- Listen to others
- Work hard
- Be honest
- Be kind and gentle
- Respect each other
- Look after property

**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.