



# Bailey's Court Primary School Breakfast Club

## Information Booklet

This information booklet is designed to tell parents all they need to know about the Breakfast Club and how to register their child in the club.

It includes:

- Aims & Objectives of the Breakfast Club
- Breakfast Club Information



### **Rationale**

The Breakfast Club is organised by the office at Bailey's Court Primary School, and staffed by Becky Thomson and Sarah Morris, who are also school lunchtime supervisors. It allows children to be in school from 7.45am onwards, to have the opportunity to have a choice of food and drink for a healthy start to the day, and to join in activities on offer. Children are also encouraged to be independent at these times and to make decisions for themselves through the choice of food and drink and to participate in informal activities with each other developing social and interactive skills.

### **Objectives**

- 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.
- To provide an affordable service for working parents.

### **Organisation**

The Breakfast Club is open to all pupils attending Bailey's Court Primary School. Due to the number of staff available, if demand exceeds the number of places available, a waiting list will be maintained. The club will be open from 7.45am until 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. It is generally held within the main school hall. The child's details, medical conditions, the parent's contact details, an additional emergency contact name, address and telephone number are kept in the School Office. It is the responsibility of the parents to ensure that the office is informed of contact changes.

### **Use of Registers**

Children are registered by the Breakfast Club staff who retain 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, Supervision and Booking**

The children are adequately supervised at all times. All members of staff are DBS checked. Members of staff on duty hold a current paediatric first-aid certificate and have completed Level 2 Food and Safety in catering. 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. All children must be booked into the club and at least 2 weeks fees paid in advance, using our online booking system, Arbor. Responsibility for the children is only taken if the children are correctly booked in and handed over to the staff by a parent or carer. Parents should give a terms notice if they wish to stop using the club.

### **Food and Activities**

Children will be offered a range of healthy food for breakfast. Following breakfast, a number of activities will be on offer for the children to participate in. These may include craft activities, games and toys. All resources necessary for the club will be purchased through the school budget designated for such purchases.

### **Behaviour Policy**

Our Behaviour Policy will be in line with the School's Behaviour Policy. 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 £4.50 and £3.50 for siblings. This fee is to cover the cost of:

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

It may be necessary to change fees from time to time; however, Parents/Carers will always be given at least one term's notice of this.

### **Contingency Arrangements for Staff Absences and Emergencies**

Arrangements for cover due to staff absence is organised by the Breakfast Club supervisor, who keeps a register of staff available for cover.

### **Fire Procedure**

Children should exit the main hall through the main reception exit and assemble on the playground. All registers should be taken and the children checked.

### **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 and the extended numbers to the school.

### **Illness & Accidents**

At Bailey's Court Breakfast Club, we will deal promptly and effectively with any illness or injuries that occur while children are in our care. We take all practicable steps to keep staff and children safe from communicable diseases.

We will record any accidents, together with treatment given. Parents/carers will be informed of the incident when they pick up their child.

We cannot accept children who are ill. If any children are ill when they first arrive at the club, we will immediately notify parents/carers to come and collect them. Any

children who have been ill should not return to the club until they have fully recovered, or until the minimum exclusion period has elapsed.

Parents/carers are not to bring any child who has been vomiting or had diarrhoea until 48 hours after the last attack.

There will always be at least one paediatric trained first aider present during club hours.

Should you require staff to administer prescribed medicine, it must be clearly labelled with your child's name. A request to administer medication form must be filled in and handed to the school office, along with the medication. Staff will record when medication has been administered.

Inhalers are kept in the children's classroom. If a child needs an inhaler, it will be obtained from the classroom by a member of staff.

### **Complaints**

Any matters of concern should be referred to a member of staff as soon as possible.

If you feel that you would prefer to discuss the issue directly with the school, please contact the office who will then pass your complaint on to the appropriate person. The complaints policy is available to read on the school website. We will try to resolve any issues as quickly and amicably as possible.

### **Loss of Property**

The Breakfast Club will not be liable for the loss of property brought onto the premises by parents/carers and/or children attending the club.

### **Insurance**

Insurance cover is provided by the school's insurance arrangements within the local authority.

### **Contacting the club**

You can contact the school office during school hours on 01454 838320.