



Bailey's Court Primary School Breakfast Club

Information Booklet

This information booklet is designed to tell families 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 Beccy 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. Support and guidance will naturally be provided by staff as needed, helping children to develop their independence while ensuring they feel secure and supported.

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, including the Nursery. 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, family contact details, an additional emergency contact name, address and telephone number are kept in the school office. It is the responsibility of the parents / carers to ensure that the office is informed of contact changes.

Breakfast Club for Bailey Bird Nursery, will take place in the Nursery itself and will be run by two of our Early Years Practitioners until 9.15am.

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 / carer 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.

Breakfast Club bookings for Bailey Bird Nursery need to be made in advance, inline with our nursery Admissions Policy. Sessions must be requested and booked upon registering and a terms notice given for any required changes.

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 families 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 main school 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, families will always be given at least one term's notice of this.

For Bailey Bird Nursery, where funded hours are not used, the fee is £10 per session, (7.45am-9.15am).

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.

Nursery children will exit through the main Nursery classroom door and also assemble on the playground, next to the Play Pod.

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 practical steps to keep staff and children safe from communicable diseases.

We will record any accidents, together with treatment given. Families 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.