

LEYS FARM JUNIOR SCHOOL

BREAKFAST CLUB POLICY 2023

Policy Statement

Leys Farm Junior School Breakfast Club was established in May 2021 as part of the government Wrap Around Care Initiative, to help meet the needs of our pupils, parents and the wider community. The Breakfast Club is committed to equal opportunities. No child who uses the club will be discriminated against on any grounds, e.g. race, gender, religion, disability or social background. Appropriate and reasonable steps will be taken to ensure that the service is accessible to all sections of the community.

Aims

To provide a secure, safe and welcoming before school facility for children whose parents are unable to bring their children to school at 8:45am.

Objectives

- To provide a secure, safe and welcoming environment for pupils from 8am to 8:45am;
- To provide an affordable service for working parents and carers;
- To enable pupils to eat a healthy and varied breakfast before the start of the school day in a pleasant, relaxed environment;
- To employ competent supervisory staff.

Charging Policy

LFJS charges for Breakfast Club, to cover the cost of staff engaged to provide extended activities and the healthy food provided. The total charge will not exceed the cost of providing the activity and no parent will be asked to subsidise others. Tackling deprivation and disadvantage to reduce attainment gaps is a core focus of extended services. There may be circumstances or occasions when the school allocates a place at Breakfast Club to a child. In this instance, the cost would be subsidised from wider school budgets. Any parent wishing to access this should speak to the school office initially.

Pupils in receipt of Free School Meals are eligible for a free breakfast. This will be funded using the Pupil Premium Grant.

Staffing

- There is always one member of staff on duty at Breakfast Club and two if numbers exceed 20;
- The Headteacher and/or other members of school staff are on site from approximately 7:30am onwards, however children should not arrive before 7:55am;

- The staff at Breakfast Club are also employed by the school and have undergone all the necessary safeguarding checks. All staff are committed to on-going training and development, including food hygiene and health and safety;

Contingency Arrangements for Staff Absences and Emergencies

- If a member of Breakfast Club staff is absent, they must inform the Headteacher before 7:30am. Cover will be then be arranged;
- There are three members of school staff who may be called to cover at short notice.

Booking Arrangements

- LFJS Breakfast Club has places for a maximum of 24 children attending on any one day;
- All parents/carers are required to complete a registration form;
- The need for a place at the club must be restated at the end of the academic year, in good time for the start of the next year;
- Siblings of existing members should be placed on the waiting list to avoid disappointment in their year of entry to the school. There are no automatic rights to a place;
- For each new academic year, priority for spaces will be given to existing club members, providing their intention to continue is made clear by the end of the outgoing academic year. At the start of the year, remaining places will be offered to all applicants on a first come first served basis;
- Casual places are available at any time during the year, providing spaces are available and a registration form has been completed;
- Parents/carers wanting an occasional day must notify the club at least 48 hours in advance to check on availability of spaces;
- The Breakfast Club will endeavour to accommodate everyone as much as possible and as fairly as possible;
- The charge per session is £1.50 from 8am;
- Payment should be made on or before the day of attendance at Breakfast Club using ParentPay;
- It is expected that parents will not go into arrears and any of more than two weeks will be referred to the Headteacher and School Business Manager. The parents use of the club will be reviewed.

Use of Registers

- Children are registered as they enter the Club;
- The staff retains the registers which is then kept in the office;
- In case of an emergency, all staff and children will evacuate the building. Staff will escort the children to the designated lining up area in the playground and the register taken.

Organisation

- The Breakfast Club is open to all pupils from Year 3 to Year 6, from 8am to 8:45am;
- It is held in Room 8/the Cookery Room where food is served and activities are organised;
- Pupils are welcomed by the staff who register the children;
- Children are asked what they would like to eat and drink. Breakfast is served in a buffet style, where the children are able to see and self-select the foods that are on offer to them;
- We will endeavour to encourage the children in healthy lifestyle choices. With this in mind, we will provide the children with healthy options for breakfast;
- Food is served at the table. Emphasis is placed on good table manners and behaviour throughout;
- Children are encouraged to have sufficient to drink to ensure adequate hydration at the start of the day;
- As each child finishes their breakfast, they are encouraged to clear away their own crockery and cutlery, placing items in the washing up/sink area;
- Warm water, liquid soap and anti-bacterial gel are available for children to clean their hands;
- Toilets are available in the Y3/4 corridor/cloakroom, for use by staff and children;
- After their breakfast, children may engage in book/author related activities or choose to play a game or chat with friends;
- The preparation and serving of food finishes at 8:30am prompt to enable staff to wash up and clear away in time for the start of school. Children arriving after this time who have not eaten at home will be fed, but from a reduced menu. Parents/carers should avoid causing this difficult situation if at all possible by ensuring their child arrives before 8:15am;
- All activities are cleared away by staff and children by 8:30am, so that the children may go outside onto the playground where they are supervised by the Pastoral Manager or Headteacher before being collected by their teachers and walking to their classrooms. The supervision of Breakfast Club children is handed over to other members of staff at that point;
- The child's details, special dietary requirements, any medical conditions and/or allergies, the parents' contact details, an additional emergency contact name, address and telephone number are kept in the school office;
- The daily registers and records of payment are kept in the Breakfast Club file.

Resources

Breakfast Club resources are kept in Room 8/the Cookery Room. There are a variety of boxed games and book/author activities and mindfulness colouring activities available.

Communication with Parents

A brief, informal chat with parents bringing children to Breakfast Club is possible, although consideration of others should be given at this busy time. Parents may make appointments with the Headteacher to discuss matters pertaining to Breakfast Club.

Illness

The club has the right to exclude any child with an infectious disease, for example, sickness and diarrhoea, for a period of up to 48 hours or until the child is no longer infectious.

No medication will be administered at the Breakfast Club in line with the schools Medical Needs Policy.

First Aid

First aid will be administered in line with school procedures, with reference to the Health and Safety Policy. At least one of the staff hold a current first aid qualification.

Risk Assessment

A risk assessment is carried out for Breakfast Club on an annual basis. A copy is kept in the Breakfast Club file.

Confidentiality of Documents

Documents relating to Breakfast Club are treated as confidential and are kept in the main office.

Complaints

All complaints are to follow the school's Complaints Policy.

Other Linked Policies

- Child Protection and Safeguarding Policy
- Health & Safety Policy
- Accessibility Policy
- Medical Needs Policy
- Behaviour Policy
- Complaints Policy
- Whistleblowing Policy.

Policy reviewed: January 2023