

Breakfast Club Policy

Aims

- To offer a safe, secure and friendly environment in which children can enjoy a healthy, nutritious breakfast under the supervision of qualified staff.
- In accordance with the school's healthy eating ethos, to provide a nutritious breakfast served in a relaxed and supervised environment.
- To enhance the community spirit embraced by Charles Dickens Primary School and contribute towards the extended school role.

Opening Times

The Breakfast Club will open term time only every morning, Monday to Friday 7:45 – 8:30 a.m. (Breakfast is served from 8 – 8:30 a.m.).

A register is taken when the children arrive.

Breakfast comprising cereal, toast, cheese on toast, scrambled egg on toast, yoghurt, fruit and juice will be provided, as well as activities for the children.

Once the children have eaten:

All breakfast club members go to their classes at 8:30am.

Key members of staff

- Breakfast Club Leader
- Additional support from Kitchen staff whose additional hours must be signed off by Breakfast Club Leader.

All staff are CRB checked, certified in First Aid, and have had appropriate training. The ratio of staff to children is in line with Government recommendations. The senior member of staff will keep a list of all members of the breakfast club and a register of attendance will be taken daily.

Fees and Payment

Breakfast club is offered to pupils of Charles Dickens Primary School during term time only. The cost is £5 per child per session. Payment is to be paid either in advance or on the day.

Non-payment will deem a child not eligible to attend.

Policies and Procedures

School Policies relevant to the Breakfast Club include :

- Equal Opportunities;
- Health and Safety;
- Whole School Food Policy and Behaviour Policy.

Parental/Pupil Feedback

- The school values parental and pupil opinions and will welcome feedback on how the club is run.

Complaints Procedure

In line with school policy, please inform the Headteacher or Chair of Governor of any concerns in the first instance.

Guidelines for Children, written specifically for the pupils attending

We need to have rules at Breakfast Club to keep everyone safe, healthy and happy.

You will be expected to follow these rules:

- Follow adult instructions at once
- Be polite to everyone
- Respect other people's property
- Keep our hands and feet to ourselves
- Behave in a calm and quiet manner
- Do not leave the Breakfast Club room once you have been signed in unless an adult gives you permission
- If you are not happy or if you have a problem, please tell an adult who will be happy to help you
- If you have difficulty following these rules then you may be asked to leave the club

Guidelines for Parents/Carers

- Please pay club fees promptly. If you have a problem paying the fees or your circumstances change, please talk to the Headteacher
- All matters will be dealt with as quickly as possible and with discretion
- In the unlikely event of us having difficulty with your child's behaviour, we will contact you. If your child does not follow the rules of the club, then after consultation with you and due warning, the child's place will be forfeited
- If you wish your child to attend Breakfast Club, just arrive at the main reception from 7:45am and ring the buzzer. A member of staff will open the door and let you and your child/ren in
- Please do not send your child earlier than 7:45am

Policy to be reviewed when required. Last reviewed in April 2023.