



Charles Dickens Primary School

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## **Breakfast Club Policy**

### **School ethos:**

Creativity and excellence are at the heart of everything we do at Charles Dickens Primary School. Children are encouraged to work to the best of their abilities. However, we also want them to have lots of fun along the way. In order to enrich our exciting and diverse curriculum, we offer a continually expanding range of first hand learning experiences and extra-curricular activities, tailored to meet the needs of children at different stages of their school career. We believe that it is important that our classrooms look and feel vibrant and alive and that the creativity exudes from our displays and the presentations and performances of our children. All our children will always make or exceed national expectations of progress and all the staff will support their determination and ambition with outstanding teaching. Through every strand of school life, we aim to promote the spiritual, moral and cultural development of every child, alongside the academic, to prepare them for the opportunities, responsibilities and challenges that life offers.

### **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 8:00 – 8:45 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:**

In the winter and spring terms when the weather is cold or wet, children can play board games, draw, read and chat to one another. There are plenty of resources to choose from.

In the Summer term they will be able to play outside in the playground, supervised by a member of staff.

All breakfast club members go out to the playground at 8.45 a.m., ready to line up in their classes. They are supervised by a member of the teaching staff from 8.45 a.m. until 9 a.m.

### **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 £3.00 per child per session if they attend regularly and £3.50 for an ad hoc one-off basis. 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 Executive Head/Head of School
- 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 8am 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 8am

### **Payment for Breakfast Club staff**

- The regular member of staff who is responsible for the Breakfast Club will be paid £15 per hour
- If the ratio of children exceeds the permitted number, a member of the Kitchen Staff will help with the children, as they are already on the premises and will not be paid any additional hours for supporting the manager
- If the Breakfast Club Leader is not on the premises for any reason, a replacement qualified member of staff will stand in, and will be paid £15 per hour.
- We ensure that all staff are paid in accordance with the Breakfast Clubs Policy dated 2014-2015

POLICY REVIEWED MARCH 2015