



Stebbing Primary School

Breakfast Club Policy

Created/updated	November 2021
Due for review	September 2023

Aims

- To provide an affordable, early drop-off childcare facility for parents/carers.
- To provide a welcoming, safe and secure environment for pupils before the beginning of the school day.
- To provide children with a nutritious breakfast at the start of the day in a pleasant, calm and relaxed environment.

Organisation

- Breakfast Club is open from 07:30-08:30.
- The club is available for pupils from Reception to Year 6.
- Children should be taken to Breakfast Club in the studio through the wooden side gate. On arrival, the children will be registered by the member of staff.
- A registration form must be completed by parents/carers before attending Breakfast Club.

Staffing

- Breakfast Club is run by 1 member of staff with an adult to child ratio of 1:10.

Safeguarding and Health and Safety

- In accordance with Safeguarding arrangements, all staff involved in the running of the Breakfast Club have current DBS clearance. These records are held in the school office.
- Breakfast Club staff follow existing school policies and procedures for safeguarding, child protection and the code of conduct.
- A separate risk assessment has been completed for Breakfast Club.
- The schools Fire and Health & Safety Policy is adhered to by Breakfast Club.
- Where ICT equipment is used, they also follow the schools E-Safety policy and procedures.
- A first aid kit is available at all times.

Catering

- Water is available to children at all times.
- Fruit juice and milk is also available.
- A variety of breakfast choices are available to children, including toast and cereals.
- Breakfast menus have been devised with advice from the school caterer's nutrition advisor.
- Staff must be notified of allergies and food intolerances on the Breakfast Club registration form.

Emergencies

- In the event of a serious accident, injury or illness staff will contact the parent/carer or the nominated contact provided on the Breakfast Club registration form.
- All staff who supervise Breakfast Club are First Aid trained and the procedures set out in the Schools First Aid Policy will be followed.

Sickness/Medication

- All medication administered will follow the existing school policy.
- All medical information provided by parents should be detailed on the Breakfast Club registration form.
- If new, prescribed medication is required to be taken by a child at Breakfast Club, an AdMed form must be completed by parents when dropping of their child.

Behaviour

- The school recognises the importance of positive and effective behaviour management strategies in promoting children's welfare and enjoyment. Whilst attending Breakfast Club, children will be expected to abide by the School Behaviour Policy.
- We reserve the right to withdraw a place in the event of unacceptable behaviour.

Fees

- £3 per session per child.
- Fees are payable through Parentmail.
- Fees will be reviewed annually and parents/carers will be notified of any changes.
- Free School Meals (FSM) eligible pupils are entitled to attend the club at a discounted price of £1 per child, per session.

Booking

- Bookings for the breakfast club must be made by completing the Breakfast Club registration form.
- Parents/carers must complete the registration form and hand it to the school office before pupils attend the Breakfast Club.
- One-off bookings can be made by contacting the school office directly with at least 24 hours notice where possible.

Cancellation

- A refund will be given if a cancellation is made at least a week in advance.
- Refunds will not be given if a cancellation is made within 7 days of the date you wish to cancel.
- If your child is sick and absent from school, please contact the school office in the usual manner to report your child's absence. Refunds will not be given for absences that is unauthorised.
- If the school cancels the club, a refund will be offered or the chance to carry payment forward.

Debt Recovery

- Should any debt occur for Breakfast Club bookings, a phone call will be made to discuss potential payment problems.
- 1 week after this phone call a final letter requesting immediate payment will be sent.
- If debt still remains outstanding it will be referred to the Head Teacher and/or Governors for consideration and no further bookings for Breakfast Club will be taken until resolved.