



Breakfast Club Policy

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INTRODUCTION

At Holbrook Primary School we are pleased to offer our pupils the opportunity to attend Breakfast Club, where children will be provided with a nutritious breakfast along with activities before the start of the school day. Attending Breakfast Club ensures your child(ren) attends school on time every day, as well as giving them an opportunity to socialise with peers and participate in optional adult led or child-initiated activities.

1. OBJECTIVES

- 1.1 To provide a welcoming, safe and secure environment for pupils in Reception – Year 6, before the beginning of the school day.
- 1.2 To enable pupils to eat breakfast before the start of the school day in a pleasant, relaxed environment.
- 1.3 To support attendance and punctuality.
- 1.4 To develop pupils' independence and social skills at an age-appropriate level in a positive way.

2. PROCEDURES

- 2.1 Breakfast Club Staff will meet the pupils at the entrance to the dining hall at 8.00am.
- 2.2 Children must not be left unsupervised without a parent/ guardian before 8am as members of staff do not arrive until this time.
- 2.3 Breakfast Club times are at 8.00am - 8.35am
- 2.4 Parents should drop off their children off no later than 8.20am to ensure they have enough time to eat their breakfast.
- 2.5 If a child arrives after this time, they risk not being admitted, and will be advised to wait for the main school opening at 8.35 outside their classroom doors.
- 2.6 A register of attendance will be taken upon arrival to ensure all pupils are accounted for in the case of a fire.
- 2.7 If a child does not attend Breakfast Club for 3 consecutive school weeks, they will automatically be taken off roll, and parents will need to reapply for their position. Breakfast Club is very popular and therefore, spaces cannot be kept for non-attending children.

- 2.8 Breakfast is provided by the kitchen staff in accordance with our food hygiene standards. Breakfast includes a selection of healthy cereals, toast, baked beans, scrambled eggs and a cup of fruit juice or milk. All dietary requests will be met.
- 2.9 It is the responsibility of the parent to inform school of any dietary needs.
- 2.10 The Breakfast Club staff (Learning Mentors) are responsible for supervising the children and ensuring the provision is appropriate.
- 2.11 Parents will not be permitted to enter Breakfast Club, unless this has been agreed by a member of staff. Exceptions will only be made when support of the parent is required to assist supporting a smooth transition into Breakfast Club.
- 2.12 Children attending Breakfast Club will be offered a choice of breakfast, however, the child has the right to decline as some parents may choose to provide breakfast at home prior to arrival.
- 2.13 Prices remain the same, regardless of whether a child eats breakfast or not.
- 2.14 Children in Breakfast Club are expected to adhere to the School Behaviour Policy, showing their BEST at all times.
- 2.15 At 8.35am members of staff will escort all the children to their classes. Any necessary communication from the parent will be passed on to the class teacher at this point e.g. A change of adult on collection that afternoon / child not staying for an afterschool club.

3. PAYMENTS

- 3.1 Fees are payable through Bromcom at the end of each month. To maintain the place at Breakfast Club, we ask that debts do not accumulate. To prevent this from happening we recommend that parents top up their account regularly.
- 3.2 Any queries relating to Breakfast Club payments must be discussed with the front office staff.
- 3.3 Reminder messages will be sent to those parents with accumulating debts and given a date to clear the balance by. Should a parent not be able to make the payment, they must speak to a member of staff.
- 3.4 Outstanding balances are expected to be paid in full by the end of each school term. Failure to comply will result in your child being removed from the register until payment is received.
- 3.5 Prices for Breakfast Club are per session and outlined as follows: Single child attending – 70p a day. Two or more children from one family attending – 50p a day. Pupil Premium – no charge.
- 3.6 Disparities in the prices will need to be discussed with a member of Senior Leadership.

4. ADMISSION AND REGISTRATION

- 4.1 Parents must request a place for their child to attend Breakfast Club prior to their agreed start date to ensure the correct amount of children are registered. To apply for a place, parents are asked to speak to a Learning Mentor to discuss the days they require.
- 4.2 Breakfast Club is limited to a maximum of 60 children.
- 4.2 Children in receipt of Pupil Premium will be given priority over all other children to register for Breakfast Club, followed by children identified by the school as vulnerable, or with poor attendance. Working parents will also have a higher priority over those who do not require childcare to sustain employment. Individual circumstances will be considered in order to meet the needs of the family.
- 4.3 Children are registered as they enter the Dining Room. Non-attendance does not accumulate a payment charge and does not require prior notice to be given.
- 4.4 Failure to attend three consecutive school weeks without prior notice and agreement will result in a child being removed from the register. Parents will be notified of this action via email and asked to reapply should they require Breakfast Club in the future.
- 4.5 The Learning mentors will record and store the registers in accordance with GDPR legislation. Registers are given to the front office staff at the end of the week for payment monitoring recording.
- 4.6 Letters will be sent to all registered pupils at the end of each term and at the end of the academic year, prior to the following academic year for parents to indicate if their child will still require a place in Breakfast Club.
- 4.7 If Breakfast Club is at capacity children will be placed on a waiting list and the above priority categories taken into account.

5. FIRE PROCEDURE

- 5.1 Children will be supported to follow the school's fire procedure – to vacate the building through the closest exit and assemble on the main playground.
- 5.2 A register will be taken, and the Fire Warden informed when the children have been checked off as all present. Upon further instructions the children will be escorted back into the school when the building is confirmed safe.

6. FIRST AID

- 6.1 All of the Learning Mentors are First Aid trained.
- 6.2 If First Aid is administered, the treatment given will be recorded on an incident form and in the child's year group First Aid book. The parent will be notified of the incident.
- 6.3 If a child should require their personal medication that is stored in school, this will be administered and recorded in the relevant medication record.

6.4 Any prescribed medication brought in by a parent will only be administered in accordance with the school medical policy.