

Breakfast Club Policy

Aims

We intend to:

- Provide opportunities for fun, enjoyment and learning through a range of activities.
- Encourage children to develop friendships between age groups and to play together cooperatively.
- Provide a fair admission system that offers good value services.

Activities and Provision

A range of activities are planned for each session. These may include arts and crafts, reading, board games, indoor and outdoor play. The age of the children will be considered when planning activities to ensure they are appropriate.

Hours

The clubs run during term time, Monday to Friday, from 7:45 - 8:45 a.m.

Requesting a Club Place

Requests are made by contacting the school office. This does not guarantee a place in Breakfast Club. We will inform you if a place is available.

A proportion of places are reserved for new Reception children at the start of each year. A date and time is set for these requests to be submitted, they are then allocated on a first come first served basis.

Places are rolled over, at the end of each academic year. In order to keep the place for the new academic year, this must be confirmed by a set date, otherwise it will be relinquished.

Admissions

Places are subject to availability and are based on an appropriate adult to child ratio. The clubs are open to all children from Reception to Year 6. If the clubs are oversubscribed, a waiting list will be started. You will be notified if and when a place becomes available.

Booking and Fees

- It is expected that a child will commit to a year's membership.
- If a regular slot needs to be changed and a space is available, a minimum of two weeks' notice must be given.
- Should you no longer wish for your child to attend the club, you must give two weeks' notice in writing.
- Fees should be paid by the date stated. Payment is made using your school ParentPay account.
- All payments are non-refundable and absence for illness or holiday is non-refundable.
- A parent will not be charged if their child is on a school overnight residential visit.
- If you have a planned absence e.g. a medical appointment, two weeks' notice in writing is required in order to be refunded.
- Breakfast club sessions cost £4.50 per day (reviewed annually)
- If a parent is experiencing difficulty with payment of their fees, they should contact a member of the Senior Leadership Team as soon as possible.
- In the unlikely event that there is a debt against an account, the place will be cancelled until all fees have been paid. The place may be reinstated once all outstanding debts have been cleared, in agreement with a member of the Senior Leadership Team and subject to availability.

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Register

At the start of the session, children will be dropped at the club venue by a parent or carer. A daily register of children who attend Breakfast club is taken. Children in Y5&6 will be escorted to the main school building. Children in YR-Y4 will be escorted directly to their classrooms.

Behaviour

The clubs follow the whole school behaviour policy which is available on the school website. Parents will be contacted if there are concerns about their child's behaviour. Exclusion from the club is the final sanction when all other possibilities have been exhausted.

Inclusion

Our club is fully inclusive. If a child has special or medical needs, information will be shared with the club staff and any necessary arrangements agreed.

First Aid and Medication

There will be a qualified first aider on site during all club sessions. Accidents will be recorded on the school system. Staff will be made aware of the children with Education Health Care Plans. If needed, medication for ongoing medical conditions e.g. asthma inhaler, auto injector pen, will be administered by our club staff. All club staff will have basic first aid training. A parent will be contacted to collect their child, if their child is unwell.

Food

There will be a time for the children to eat a healthy breakfast, provided by the Breakfast Club staff. All children are seated at tables and we encourage a 'family' atmosphere. At least one member of staff holds a current Basic Food Hygiene certificate. Fresh drinking water is available to the children at all times.

Health and Safety

Staff must follow the St. Andrew's School Health and Safety, Safeguarding Policies and related documents to ensure the safety of all children. They will follow the same procedures for fire or evacuation as the main school. In case of an emergency, a member of the Senior Leadership team will be informed immediately and the correct procedures followed.

Staffing

All club staff will follow the school staff code of conduct and all school policies. The club staff are DBS checked and will attend annual child protection training. They must be familiar with the school safeguarding policy and related documents and will be clear about how to deal with any safeguarding concerns. The maximum number of children will not exceed a ratio of a 1 adult to 20 children 1:20. Staffing arrangements are considered to meet the needs of children who have special educational needs. In the event of the club manager being absent, an experienced member of staff will lead the club and a member of the Senior Leadership Team will be informed.

Complaints

If parents are concerned about any aspect of the clubs, they should in the first instance talk to the club manager or school office.

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Enquires and Communication

Communication about bookings and payment is through the school office

General queries, bookings and payment is the responsibility of our school business manager.

Reviewed: Autumn 2025

Approved by: Executive Headteacher

Next Review Due: Autumn 2027

Monitored by: Executive Headteacher