

Breakfast Club Policies and Information

This document summarises the Coney Hill Breakfast Club service offered to the parents of children of Coney Hill Community Primary School. It references aims, objectives, procedures and covers how the service operates. The intended audience is for parents, attendees and school staff.

Breakfast club Aims:

To ensure children enjoy a healthy breakfast, and to provide early morning support in a secure and welcoming environment to school families who wish to bring their children to school earlier than the standard school day start time.

Objectives:

- Provide a safe environment for pupils between 7:45am - 8:50am.
- To enable children to eat a healthy breakfast.
- To provide a calm, yet stimulating environment for the pupils attending.
- To provide an affordable service for parents where required.

Overview:

- Breakfast club is open to all children from Reception to Year 6.
- It is run by a team of five teaching assistants, on a rota basis, and is overseen by a member of the SMT.
- The number of staff present depends on the number of children booked in for each session. **This is capped at 40 spaces on any one day – booking in advance is essential.**
- Breakfast club runs from 7:45am and finishes at 8.50am – **children must not be dropped off before 7.45am.**
- Spaces have to be booked in advance via Parentpay and are on a first come, first served basis. There are a maximum of 40 spaces per day.
- Spaces can be booked up until 2pm the day before the session. Payment is required at the time of booking.
- Bookings for pupils who use childcare vouchers are to be made directly through the school office.
- Late bookings should be avoided, but can be made after 2pm the day before the session or on the morning. However, late bookings can only be made in person or via telephone. Please note that spaces may not be available and you may be turned away on the day.
- When children arrive, through the main school office, they are welcomed by a member of the breakfast club team and registered on a registration sheet.
- Breakfast club is held in the school hall.
- A member of SMT are accessible to breakfast club either in person or via telephone.
- At the end of breakfast club, pupils are taken to their classes.

- Any children with mobile phones are expected to declare them and put them in the phone box which is secure in the kitchen. Mobile phones will then be passed on to the children's class teacher to keep secure for the day ahead. Staff are also not permitted to use their own mobile phones during breakfast club.
- All staff hold an enhanced and valid Disclosure Barring Service certificate.

Booking and Payments:

- Each daily session costs £3.00 per child - this covers staff, equipment, day-to-day running costs and providing a varied and healthy breakfast.
- **Payment must be made via ParentPay only.**
- Breakfast club sessions must be **booked and paid for in advance** via Parentpay.
- You can not book for breakfast club if you are in arrears.
- Bookings for pupils who use childcare vouchers are to be made directly through the school office.
- For cancellations you must give 48 hours' notice via email to admin@coneyhill.gloucs.sch.uk or by calling the school office on 01452 522734. If you have booked a place in advance, **late cancellation, no show, or if your child is ill or on holiday, will result in you still being charged.**
- ***Non-payment/being one week in arrears will result in your child not being able to attend breakfast club.***

Breakfast club sessions:

- Breakfast club aims to be an engaging, safe, fun environment which starts the children's days in a positive way.
- A variety of games, crafts, books, and physical resources such as table tennis are put out daily. Children are allowed to participate in these activities once they have washed their hands and eaten their breakfast.
- Children are expected to behave in line with the school behaviour policy. Incidents of repeated, inappropriate behaviour, may result in a child losing their place at breakfast club.

Food:

- A variety of food is on offer for the children each day including cereals, toast with a range of toppings, crumpets, bagels, cereal bars and fruit.
- Breakfast club also have "special days" where food may include baked beans, waffles and pancakes.
- Breakfast is served from 7.45am until 8.30am. All children are required to wash their hands, order and eat breakfast, and then play after. Breakfast finishes at 8.30am to ensure the kitchen and tables are clean, ready to start the day.
- All staff hold a food and hygiene level 2 certificate.
- Parents/Carers of children who have food allergies and medical conditions have to advise the school of these in advance of attending.
- Parents/Carers of children who have food preferences, such as vegetarian, vegan, halal, have to advise the school of these in advance of attending.

First Aid and Risk assessment:

- Parents/Carers of children who have pre-existing medical conditions have to advise the school of these in advance of attending breakfast club.
- A risk assessment has been carried out for the breakfast club; it has been shared with staff and is available to parents, upon request.

- Some staff at Coney Hill Community Primary School have basic first aid training and will follow the standard school procedures if an incident occurs. If treatment is given or an injury is sustained, a note will be sent home to the parent or a phone call will be made if more serious.

Fire procedures:

- In the event of a fire alarm sounding, all breakfast club children will line up in silence and leave the hall via the nearest safe fire exit.
- The children will be taken to the fire assembly point which could be around the school, onto the main school playground, they will line up in silence and be registered.
- A member of breakfast club staff will check the toilets and close the hall doors before exiting the building.
- The breakfast club staff will bring the register to account for everyone in session and ensure they are all present.
- Any fire procedures will be in line with the Coney Hill Community Primary school's fire policy which can be requested via the school office.

Complaints Procedure:

- In the event of a parent wishing to make a complaint, then the complaints procedure should be followed. In the first instance, this complaint should be made to a member of SMT.