



## THE FOREST FEDERATION

### Breakfast Club at Needwood Guidance



#### AIMS

To provide a secure, welcoming, before school, breakfast facility for children whose parents are unable to bring their children to school at 8.50am.

#### OBJECTIVES

- To provide a welcoming, safe, secure environment for pupils before the beginning of the school day between 8.00am and 8.50am
- To enable pupils to eat a healthy breakfast before the start of the school day in a pleasant, relaxed environment
- To employ caring supervisory staff
- To provide a calm play and learning environment for those pupils
- To provide an affordable service for working parents

#### PROCEDURES

##### Staffing

- There is one Senior Breakfast Club Supervisor and always a member of senior staff / senior teaching staff on site from 8am.
- *Contingency arrangements for staff absences and emergencies*
- If a member of staff is absent they must ring the casual breakfast club supervisor or the Headteacher / Deputy Headteacher who will arrange cover.

##### Costs

- The full session from 8.00am – 8.29am until 8.50am - £4
- From 8.30am until 8.50am - £2
- If you book the full week from 8.00 am – 8.29 am until 8.50 am - £18 (1% discount)
- If you book the full week from 8.30 am – 8.50 am - £9 (1% discount)

##### Booking arrangements

- Booking arrangements are not currently relevant due to the small number of pupil's utilising this service.
- Should numbers rise booking arrangements may be put in place.
- Should the numbers of children be abnormally large, support will be sought from the Deputy Headteacher, Headteacher or senior teaching staff. If numbers rise on a regular basis, more staff will be employed and a booking system may be initiated.
- Families wishing to take up the 1% discount for a weekly booking will book with the Senior Breakfast Club Supervisor in advance by the Friday of the previous week.

##### Payment

- Parents are to pay either:
  - In advance if booking a week (non-refundable in the event of absence)
  - On the day

Using parent pay.

##### Use of registers

- Children are registered as they enter the Hall.
- The Senior Breakfast Club Supervisor retains the registers
- At the end of Breakfast Club the supervisor tallies the numbers attending
- In case of an emergency where children have to be evacuated from the building, the register must be taken and the children checked against the register to ensure they are present.

#### ORGANISATION

- Breakfast club is open to all pupils from Reception to Year 6 from 8.00 am to 8.50 am.
- It is held in the School Hall.
- Children arrive at the club through the back gate and round to the back door of school, here parents sign their child in with our Senior Breakfast Club Supervisor and pay. Parents and children are asked to take care as it is an active car park which is only used by staff who will be vigilant.
- Pupils are welcomed by the supervisor who registers the children and finds out what each child would like for breakfast. The breakfast is then brought to the table.
- As each child finishes their breakfast they leave the table and joins another table where activities are laid out.
- Children are encouraged to demonstrate good table manners and behaviour throughout and the school reward and sanction system will be used.
- All activities are cleared up by 8.50 am so that the children may leave the hall to go to their classroom.

- The child's details, medical conditions, the parent's contact details, an additional emergency contact name, address and telephone number are kept in the School Office.
- An additional medical conditions document is kept with the Senior Breakfast Club Supervisor. Parents are asked to ensure that this is up to date.

#### **Resources**

- Breakfast Club resources are kept in a cupboard in the hall.
- Breakfast food and serving items are kept in the kitchen.

#### **Communication with Parents**

- Verbal communication with parents/carers bringing children in to school. Any relevant discussions are logged.

#### **Records of staff**

- In accordance with the Children Act Regulations, the address and telephone numbers of employees of the School are kept in the School Office.

#### **Fire Procedure**

- Children should exit the hall through the fire exit in the hall and assemble on the playground.
- All registers and a first aid kit should be taken out and senior staff informed when the children are checked and present.
- Please see fire procedure for further information.

#### **Child Protection**

- Staff are trained in child protection and follow school procedures in the event of a concern.

#### **First Aid**

- All accidents are recorded in the school accident book.
- If First Aid is administered, the treatment given is recorded in the First Aid book.
- If First Aid is administered, a letter will be sent to parents at the end of the school day or a telephone call will be made to inform parents if the incident is more serious.
- No medications will be administered at the club.

#### **Risk Assessment**

- A risk assessment has been carried out for Breakfast Club (see separate sheet)
- Any health and safety defects will be reported immediately.

#### **Confidentiality of documents**

- Confidential documents are kept:
- In school office

#### **Complaints**

- Please follow the school complaints policy.
- Express concerns informally before a formal complaint is made.
- Make a Formal Complaint
- Step 1 - The Executive Headteacher or senior staff.
- Step 2 - The Governing Body
- Step 3 - The Secretary of State.

#### **Suggested Foods / Drinks**

- Bread/toast (ideally wholemeal/softgrain/multi-grain) Crumpets, tea cakes.
- Low fat margarine/spread
- Cereals – ideally wholegrain, e.g. Weetabix, Shreddies alternatively Cornflakes, Rice Crispies (avoid sugar-coated cereals and automatically adding sugar to other cereals)
- Semi-skimmed milk
- Porridge
- Fresh / dried Fruit, e.g. bananas, sliced apples, sultanas, apricots
- Water, Milk, Tea ,Diluted down Squash / Orange Juice.