

St. Joseph's R.C. Primary School



Breakfast Club Policy Nursery and Main School

December 2023

Review: November 2026

7:45am – 8:45am Monday – Friday (term time only)

The club is open to all children from Nursery to Year 6

Main School Breakfast Club Hours: 7:45am – 8:45am

Location: Main School – Central Area

Nursery Breakfast Club Hours: 7:45am – 9:00am

Location: Nursery

Breakfast Club Aims

- to support families of the school community in providing before school care facilities
- to offer high quality and reliable care with a range of activities to suit the individual needs of each child
- to provide a welcoming, caring and supportive environment, where children feel comfortable, relaxed and happy before starting the school day
- to provide a nutritionally well-balanced and healthy meal at the start of the school day
- to provide a variety of high quality structured play opportunities, which will extend their knowledge and develop positive social skills
- to create opportunities to support learning (by having a homework and reading area) and provide a link between home and school
- to meet the needs of disadvantaged children and families

Registration

All children who attend are registered on arrival each morning. Places in the club are limited to 30 each morning (depending on available staff ratios).

You may use the club on selected days each week. If the demand exceeds the places available, places will be offered on a first come first served basis.

Fees

The cost of Breakfast Club is £4.00 per day. This is for all children.

The fee includes adult supervision, breakfast and all activities provided. Payments are made via the school's Parent Pay online system. We are unable to extend any form of credit and if parents/carers do not pay within the given time, then their child may lose their place in the club.

Bookings

To book Breakfast Club provision parents can contact the school office or book via ParentPay. Bookings can be made in advance or an adhoc basis if there are spaces available.

The Breakfast Club will provide

Each child will be provided with a healthy meal when they arrive, consisting of a choice of cereal or toast and fruit with milk, juice or water to drink.

The club will mean the children have a calm and happy start to the day and will be ready to concentrate on their learning. There will be a wide range of activities for the children, which will be organised appropriately for the different age groups. These will include board games, arts and crafts, and construction toys. There will also be a quiet area for children to relax and a homework area for the older children.

Breakfast Club Rules/ Behaviour

We continue to follow our School Behaviour Policy and St Joseph's Promises during Breakfast Club just as we do in curriculum time.

- 1) *Treat others as you would like to be treated*
- 2) Be kind to each other
- 3) Respect others at all times
- 4) Always try our best and never give up
- 5) Use appropriate language and remember our manners
- 6) If we have a problem we will always share it
- 7) Take pride in our uniform
- 8) Look after our school equipment and remember to tidy up environment
- 9) Always walk around the school
- 10) Always tell the truth

Parents/carers will be informed straightaway if there has been a problem and we would ask them to talk to their child. Children whose behaviour is unacceptable may risk losing their place at the club. When dealing with behaviour issues we adhere to the school's behaviour Policy.

Punctuality

Children must not arrive any earlier than 7.45am as we are unable to supervise children before this time.

At 8.45am, the class teaching assistants will collect the children from the Central Area and take them to their classrooms.

The Nursery Breakfast Club is open from 7:45am and this provision continues until 9:00am, when morning Nursery session begins in the same location.

Equal Opportunities

- We believe it is the right of all children, regardless of their gender, ethnicity, physical ability, linguistic, cultural or home background, to have access to the club in a safe, secure and supportive environment.
- We recognise that adults may have preconceived expectations of children's behaviour and we are committed to challenging discrimination and stereotypes
- We recognise that children's behaviour can be variable and can be affected by the situation
- We recognise the need to respond to undesirable behaviour appropriately. It is important for all staff to have a whole school approach to promoting positive behaviour with clear and consistent expectations.
- We consider the following types of behaviour to be unacceptable:

Racism
Name-calling
Bullying
Physical aggression
Refusal to co-operate
Severe disruptive behaviour

Dietary restrictions/allergies/medication

All parents/carers will have to complete a registration form before their child starts, clearly listing any dietary restrictions/allergies or medication the child is on. Any children who have a prescribed asthma inhaler will need to have a spare one at the club. This must be labelled with the child's name and handed to staff before the child starts the club.

Contingency arrangements for staff absences and emergencies

Arrangements for cover due to staff absence is organised by the Senior Leadership Team.

Fire Procedure

Children should exit the central area via the labelled fire exits. The Club supervisor will advise on the best exit for the children to use, whichever is safer at that time. A second member of staff will join the group later to inform them if and when it is safe to re-enter the building.

First Aid

If First Aid is administered, the treatment given is recorded via Arbor (MIS). A written note and telephone call will be made to inform parents of what treatment the child has received. Should any significant injury occur then parents will be contacted immediately. Medical help will be called immediately should the first aider deem it necessary.

Risk Assessment

A risk assessment has been carried out for both Nursery and Main School Breakfast Club.

Breakfast club staff

The Main School Breakfast Club will be led by Teaching Assistants, who are qualified first aiders and have completed their level 2 food hygiene certificate.

The Nursery Breakfast Club is led and managed by our qualified Nursery Assistant – Ms Hodges and our Nursery Manager, Mrs Lerego.

Contacting Parents

Nursery and Main School Breakfast Club

If parents need to be contacted the breakfast club staff will use the main school office, where the contact numbers are available via Arbor. Paper copies of registers and contacts are also available.

This policy will be reviewed by the Governing Body every three years and amended with changing circumstances.

The policy was last reviewed and agreed by the Governing Body in December 2023

It is due for review in November 2026



Lindsay Wise – Chair of the Governing Board

Date 14th December 2023

