



**DRAYCOTT & RODNEY STOKE  
CHURCH OF ENGLAND VA FIRST SCHOOL**

**Together Everyone Achieves More**



**BREAKFAST CLUB POLICY 2017**

**Rationale**

The breakfast club is organised by Draycott & Rodney Stoke First School. It is an extended school activity designed to allow children to be in school from 8.00 am onwards. Children have the opportunity to eat a healthy breakfast and join in with activities on offer. They are also encouraged to be independent at these times and to make decisions for themselves through the choice of food and drink and to participate in informal activities with each other developing social and interactive skills.

**Objectives**

- To provide a welcoming, safe, secure environment for pupils before the beginning of the school day.
- To enable pupils to eat breakfast before the start of the school day in a pleasant, relaxed environment.
- To provide a calm play environment for those pupils.
- To provide an affordable service for working parents.

**Organisation**

The breakfast club is open to all pupils attending Draycott & Rodney Stoke First School, Preschool and Year 5 pupils from Fairlands Middle School. It is open from 8.00 to 8.45 but children should arrive no later than 8.15 (should they require breakfast) to enable staff to clear food and clean before the start of the school day. It is held in the school hall. 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. It is the responsibility of the parents to ensure that the office is informed of contact changes.

**Use of registers**

Children are registered as they enter the hall. The breakfast club supervisor retains the registers which are kept in the school office. 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.

**Staffing and supervision**

The children are adequately supervised at all times. All members of staff are DBS checked. At least one member of staff on duty holds a current first aid certificate. At least one member of staff on duty has attended a food hygiene course. A register is taken of all children attending. It is the responsibility of the parent to ensure that the children are handed over safely to the staff. All children must be booked into the club. Responsibility for the children is only taken if the children are correctly booked in and handed over to the staff by a parent or carer.

**Food and Activities**

Children will be offered a range of food for breakfast. Healthy food such as fruit will always be available. Following breakfast a number of activities will be on offer for the children to participate in. These will include craft activities, games, toys. All resources necessary for the club will be purchased through a budget designated for such purchases.

**Behaviour Policy**

Our Behaviour Policy will be broadly in line with the School’s Behaviour Policy (copies kept in the school office). Our Behaviour Policy will be based on a whole school approach to positive reinforcement and modelling of good behaviour. Children are expected to show a good standard of courtesy and behaviour at all times. If there are concerns with behaviour then parents will be contacted. Ultimately exclusion from breakfast club will be the final sanction from such provision when all possible strategies have failed.

**Pricing Policy**

The breakfast club daily fee is £3.50.

This fee is to cover the cost of:

- Staffing
- Food
- Equipment and day to day running costs.

Attendance will be recorded on ParentPay and accounts must be settled in full at the end of each term.

It may be necessary to change fees from time to time, however Parents/Carers will always be given at least one month’s notice of this.

Refunds are not given in the case of absence.

**Contingency arrangements for staff absences and emergencies**

Arrangements for cover due to staff absence is organised by the school office.

**Fire Procedure**

Children should exit the hall with a member of staff and assemble outside the front door of the church. All registers should be taken and the children should be checked on arrival to make sure all are present. A second staff member will join the group later to inform them if and when it is safe to return to the unit.

**First Aid**

If First Aid is administered, the treatment given is recorded in the school First Aid record book. A note and/or 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 the breakfast club and is stored in the school office.

**Review**

This policy will be reviewed by the school annually.

Signed..... Date.....