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Principal: Mrs Lucy Carlisle

## Breakfast club policy

January 2017

Other related academy policies that support this Attendance policy include H&S, Behaviour, Safeguarding and Child protection, Equal opportunities

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Dated issued: January 2017

H. Wriglesworth  
Chair of EAB

### Aims

- To offer a safe, secure and friendly environment in which children can enjoy a healthy nutritious breakfast under the supervision of qualified staff.
- In accordance with the school's healthy eating ethos to provide a nutritious breakfast served in a relaxed and supervised environment.
- To enhance the community spirit embraced by Highfields Primary Academy and contribute towards the extended school role.

### Opening Times

- The Breakfast Club will open term time only on:
  - Every Morning Monday to Friday from:
    - 8:15 - 8:40 a.m. (Breakfast served from 8.15 - 8:35)
  - Breakfast comprising cereal, toast and milk will be provided and activities for children once they have eaten will be offered.
  - Children will **not be** admitted into the Breakfast Club **after 8.30am**.
  - All children will be sent, through the school, straight to their classrooms at the end of each session.
  - Breakfast club is open to all pupils.

### Staff

- Mrs Chatterton runs breakfast club. A member of SLT is always in school during breakfast club.
- She may be assisted by volunteer helpers at times.
- All staff are DBS checked and have had appropriate training.
- The ratio of staff to children is in line with Government recommendations.
- The senior members of staff will keep a list of all members of the breakfast club and a register of attendance will be taken daily.

### Fees and Payment

- Breakfast club is offered to pupils of Highfields Primary School during term time only. The cost is 50p per day, no bookings or prior arrangements are necessary, just turn up with 50p. However, this could change in the future and if this does there will be consultation and prior notice given to all stakeholders.

### Parental/Pupil Complaints procedure

- Please speak or email Mrs Chatterton in the first instance if you have any concerns. Thereafter, in line with school policy please inform Mrs Smith, Miss Pervez or Mrs Carlisle should your complaint not be resolved.

Any Safeguarding or Child Protection related issues go straight to the Safeguarding team, Mrs Carlisle or Miss Pervez (see the Safeguarding policy)

### Policies

- School Policies relevant to the Breakfast Club include Equal Opportunities, Health and Safety, Safeguarding and the Behaviour Policy.

### Guidelines for Children

We need to have rules at Breakfast Club to keep everyone safe, healthy and happy.

You will be expected to follow these rules

- Follow adult instructions at once.
- Be polite to everyone .
- Respect other people's property.
- Keep our hands and feet to ourselves
- Behave in a calm and quiet manner.
- Do not leave the Breakfast Club room once you have been signed in unless an adult gives you permission.
- If you are not happy or if you have a problem, please tell an adult who will be happy to help you.
- If you have difficulty following these rules then you may be asked to leave the club.

### Guidelines for Parents/Carers

- If you wish your child to attend Breakfast club, please come to the front door of the school where you will be let in and then can proceed to the hall.
- Please do not send your child earlier than 8.15am.
- No child will be admitted to the Breakfast Club after 8.30am.
- Children are provided with a healthy breakfast of which there are several items of choice and therefore children are not permitted to bring their own breakfast items, unless there is a medical need which has been discussed with a doctor or the school nurse.
- All matters will be dealt with as quickly as possible and with discretion.
- In the unlikely event of us having difficulty with your child's behaviour we will contact you. If your child does not follow the rules of the club, then after consultation with you and due warning, the child's place will be forfeited.

January 2017 Mrs L Carlisle



H. Wriglesworth  
Chair of EAB



