



Our school is a Rights Respecting School whereby all respect the United Nations Convention on the rights of the child and the responsibilities that come with those rights.



St Michael in the Hamlet School Breakfast Club Policy

Aims:

- To provide a happy, welcoming place at the start of the day.
- To provide a nutritional, healthy and varied breakfast menu.

Opening hours:

Monday to Friday 7.45am – 8.45am. Term time only.

Breakfast is served until 8.20am

Attendance:

Breakfast Club is fully inclusive for children from Nursery to Year 6. Any parent/carer with a child that has additional or special needs should record these on the family data form.

Payment Arrangements:

Money is to be paid daily, weekly, monthly, half termly or termly either through Parent Pay or cash.

Location:

The club is held in the infant hall.

Behaviour:

The school behaviour policy and rules are to be followed by all children attending. The families of children who struggle to manage their behaviour at Breakfast Club will be contacted to discuss their child's needs and how these can be accommodated within the limitations of Breakfast Club.

Communication:

Occasionally, Breakfast Club will feature in the school's newsletter and we have a dedicated section on the website which is updated half termly.

Staffing:

Breakfast Club is supervised by:

Mrs Hobson – Breakfast Club lead

Mr Lawrenson

Mrs McGill

Ms Larsen

Mrs Basson

Mrs Barratt

Ms Ambrose

Mrs Payne

Mrs Roberts

Mr Cowell

Mrs Langeveld

Mr Malone

Our Team works together, at all times, to ensure that the children have eaten, have activities to occupy themselves and are playing safely. They organise the preparation of food and cleanliness of all equipment.

Staff levels may fluctuate to meet current needs. Each member of staff will undertake duties to ensure Breakfast Club runs efficiently. If a member of staff is absent, they must contact Mrs Hobson who will arrange cover. All staff are DBS checked and all are trained in Basic Food Hygiene.

Routine:

- Children enter via infant hall doors.
- Parent/carers must accompany and register children.
- Children are to eat before playing out.
- Children will clear their own cup and bowl away from the eating tables and take them to the washing up area.
- Children can choose to play indoors or outdoors (weather permitting.)
- Children will use YR2 toilets only and may access the water fountain at the first aid area.
- Children will help tidy at the end of each session.
- At 8.30 all EYFS and KS1 children will be collected by staff and taken to their classrooms.
- KS2 children will be dismissed from the hall to their classrooms at 8.45am accompanied by a staff member.

Resources:

Breakfast Club has its own supply of resources. All electrical equipment is PAT tested annually

Parental and Pupil Feedback:

The school values any parental or pupil opinions, we welcome feedback on how the club is run. Please do not hesitate to talk to staff or make an appointment to speak to the Headteacher.

Complaints Procedure:

All complaints should be put into writing. The Breakfast Club will follow the school complaints procedure.

Breakfast Menu:

We aim to provide a varied, healthy choice. The children have the choice whether to have food or not, but will be encouraged to do so.

Our daily choices include:

- Fruit Juice – apple or orange
- water
- semi skimmed milk
- Wholemeal/white toast
- porridge (seasonal)
- low fat Yoghurt
- fresh fruit
- low sugar cereals

Fire Procedure:

In the event of a fire, children and staff will follow the school procedure, leaving the building calmly via the nearest exit. Toilet areas will be checked by a nominated staff member. They will congregate on the school playground in year group lines.

The club register for the day will be called and all names checked.

There will be a fire practice in accordance with the School's emergency fire and evacuation policy.

Safety & School Policies:

Breakfast Club is run by the school and the existing Health and Safety Policies will be followed.

Equal Opportunities:

Breakfast Club will take positive steps to ensure that provision is made for a safe, caring and welcoming environment, which promotes and reflects cultural and social diversity and is accessible to all. All children and their families will be treated with equal concern and value.

Safeguarding:

In accordance with Safeguarding arrangements, all staff involved in the running of the Breakfast Club will have current DBS clearance. These records are held in the school office. Breakfast Club staff will follow existing school policies and procedures for child protection and the code of conduct.

Accidents:

Accidents will be treated by a trained first aider and the accident will be recorded in the accident book. Breakfast Club will follow the school's first aid policy.

Medication:

Inhalers are kept in the classrooms. If a child needs their inhaler, a member of staff will escort them to their classroom and observe that the medication has been taken correctly. Other medication will be administered according to the existing school policy.

Policy Review:

This policy will be reviewed and evaluated by the Headteacher and Breakfast Club lead and will be reviewed every two years.

Reviewed: April 2019

Next Review: April 2021