



Huntingdon Academy
A L.E.A.D. Academy

Breakfast Club

Policy

Aims

- To provide a happy, welcoming place at the start of the school day where all children are valued.
- To ensure children have a nutritious meal.
- To encourage children's development through socialising, speaking and listening.
- To ensure the safety and welfare of each child.
- To support working parents by providing a before school childcare facility.
- To be consistent and reliable to enable parents to have confidence and peace of mind whilst their child is at Breakfast Club.

Opening Times

Monday to Friday 8.15am–8.45am - term time only.

Breakfast stops being served at 8.40am. There are currently 50 places available for Breakfast Club and the ratio of staff to children is 1:12.

INSET Days

Breakfast Club will not operate on staff development days.

Admissions

The club is fully inclusive for children from F2 – Year 6. The club operates a waiting list - the office holds this list and will administer the relevant forms when a place becomes available.

Charging

There is a charge of £2.00 per child, per day, which is payable using the School App. If payment is not received for 5 consecutive days then your child's place will be withdrawn, resulting in the need to re-apply (and where applicable join a waiting list for places).

Payment should be made for every day that a pupil should be attending, even in the case of absence, to ensure that the place is held for your child.

Location of Breakfast Club

The club sessions are held in the main hall. The school kitchen is used to wash tableware. The equipment and foods are kept in the school kitchen. Staff will ensure that all areas are left clean and tidy at the end of the club session.

Behaviour and Communication with Parents

The Breakfast Club uses the school's Behaviour Policy to ensure consistency for the children at the club.

If a child's behaviour causes a concern parents will be spoken to, if it persists a letter relaying the concerns will be sent home. As a last resort the school reserves the right to withdraw the place.

Staffing

The Breakfast Club is supervised by a teaching assistant, breakfast club assistant and apprentice.

In addition to Breakfast Club staff, the Site Manager will be on site from 7.00am onwards and members of the Senior Leadership Team will be on site from 8.00am.

If a member of staff is absent, they must ring and organise cover with other teaching assistants. If this is not possible the Headteacher must be contacted.

All staff have DBS checks and are dedicated to promoting opportunities for child centred play following guidelines and standards which are set by Ofsted. Staff are identified by a lanyard with their photo and name.

Routine

- Children should enter Breakfast Club via the side entrance of the large hall.
- Children should register on arrival. The register is kept by the Breakfast Club staff.
- Children should then make their way to the hall with all of their belongings.
- Once in the hall, they will be served their breakfast food.
- Once they have eaten, they will clear their own cup and plate away from the eating tables and take them to be washed up by a member of staff.
- Children will only use the toilets by the main hall.
- The staff will supervise the children as they eat.
- At the end of the session, Foundation and Key Stage One children are taken through to their classes and Key Stage Two children line up with their classes at the back of the school at 8.45am.
- Payment of £1.00 one week in advance must be received by the school office.

Complaints Procedure

All complaints in writing by a parent regarding the Breakfast Club will follow the school complaints procedure.

Cancellations

The only possible cause for cancellations would be school closure due to adverse weather conditions or problems with the building. For example: no heating or water supplies. In the event of a closure:

- A member of school staff will endeavour to contact parents by text or phone by 7.30am.
- School closures are reported locally on Radio Nottingham.

Breakfast Menu

A healthy nutritious breakfast is provided by the charity Magic Breakfast. This comprises of:

Cereals
Porridge
Bagels
Juice

Emergencies

As part of the membership form parents will be asked to complete an emergency contact form to enable Breakfast Club staff to contact them in the case of an emergency. These membership forms are kept locked in the school office, with a list of phone numbers kept in the Breakfast Club file.

Fire Procedures

In the event of a fire, children and staff will follow the normal school procedures, leaving the building calmly via the closest exit. They will congregate on the school's playground in a line.

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

Safety and School Policies

Health and Safety

Breakfast Club is run by the school and the existing Health and Safety policies will be followed. The hall area and outside area will be checked regularly by staff to ensure the safety of the children and a record kept.

Staff are trained in Basic Food Hygiene and hold a certificate.

Risk assessment

A separate risk assessment has been completed for Breakfast Club sessions and activities.

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 equally 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. All teaching assistants have first aid training.

Medication

Inhalers are kept in the classrooms. If a child needs their inhaler then a member of staff will escort them to their classroom to observe that the medication has been taken correctly and this will be recorded on the class record.

Policy Review

This policy will be reviewed and evaluated by the School's Senior Leadership Team and will be reviewed every three years.



Appendix One

Child's Surname:	Forename(s):
Date of birth:	Age:
Class and Teacher's name:	
Home address:	
Postcode:	
Telephone number:	
Parent / Carer's name:	
Telephone number:	
Additional Parent / Carer's name:	
Telephone number:	
In the case of an emergency, we will contact a parent as stated above. If unavailable, please give two further contact details (ie. grandparents, other relatives or close friend/neighbour)	
1st Emergency contact name:	
Telephone number:	
2nd Emergency contact name:	
Telephone number:	
Child's GP:	Telephone Number:
Does your child have any medical conditions of which are should be aware, ie asthma, epilepsy, diabetes, know allergies?	
Is there a pump in school?	
Does your child have any special needs?	

Does your child have any specific dietary needs or food intolerance of which we should be aware:

Signed:

Print Name:

Date: