



WELLESLEY PRIMARY SCHOOL

Breakfast Club Policy

Issue No: 3

Date: 1st January 2020

Approved by Governors: 21st May 2020

Breakfast Club

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Change Record Sheet

Issue No	Date	Summary of Change	Amended by:
1	March 2017	New policy	Kathryn Jones
2	March 2020	Policy Reviewed	Heather Small
3	July 2020	Update to cashless	Kathryn Jones

Summary

This policy will be reviewed every 3 years.

Policy Written: March 2017

Breakfast Club

Introduction

The Breakfast Club is a self-sufficient club financed from fees paid by parents. At times the school may boost funds from the delegated annual budget to ensure the club continues to run for the benefit of the pupils. The school is not obliged to provide a place at Breakfast Club where payment is not forthcoming or the behaviour of the child warrants refusal.

Policy Aims

- To outline the school's procedures regarding breakfast club provision.
- To provide a happy, welcoming place at the start of the school day.
- To support working parents by providing an affordable childcare facility.
- To ensure the smooth, efficient and cost effective operation of breakfast club provision.
 - To clarify the roles and responsibilities of school staff, parents and pupils.
 - To present a workable, clear mechanism for the collection of breakfast club payments.

General

Opening Times

Monday to Friday 7:30 am – 8:35 am term time only.

INSET Days

Breakfast Club will not operate on staff development days.

Admissions

The club is fully inclusive for children from Reception to Year 6.

Staff & Safeguarding

The breakfast club is run by 2 members of staff who have DBS clearance and first aid training. Food is provided by the Kitchen Manager who is employed by Integra. The staff ratio to pupils is monitored by the office.

OFSTED Registration

The club does not require a separate registration to OFSTED. The club is run directly by the school (ie the club's staff are employed by the school governors) and at least one child from the school attends the club and therefore it comes under the school's own OFSTED registration.

Breakfast Club

Behaviour

The school policy and rules apply within Breakfast club. If a child continually behaves badly the school reserves the right to withdraw the place.

Resources & Activities

Breakfast club has its own supply of craft resources and games. All electrical equipment is PAT tested annually.

Each child is encouraged to make their own choices regarding the activities they choose to participate in. Breakfast club offer a selection of different activities each day. Weekly programmes of activities may include: art and craft, construction and Lego toys, board games, dressing up and Playstation games.

Finance

Booking & Payment Procedures

- Bookings should be made in advance so that numbers can be regulated.
- If your child is unable to attend a booked session for any reason you will need to cancel the session by notifying the office by email.
- Booked sessions not cancelled will be charged in full.
- We will refuse anyone turning up without a booking if numbers reach our maximum.
- The cost of breakfast club is currently £2.50 per day and fees are set annually by the Governing body in the spring term.
- Money to cover the cost of the club should be paid on SIMS Pay. If you go into debt we will contact you to ask you to add further funds.
- Please do not build up a huge credit on SIMS Pay as we are restricted to the amount we can refund via petty cash.
- No cash or cheques will be accepted.
- When your child leaves school or no longer requires breakfast club, any balance left in the will be refunded.

Payment for Breakfast Food

- Payment for breakfast food is made directly with the Kitchen Manager and is a separate entity to the actual club. Integra – South Gloucestershire Council are responsible for the provision of food and pricing. Unfortunately you are unable to use the online payment system for food as we cannot pass on the charges to Integra. If payment is made via the office – it must be made clear that this is for breakfast food to avoid confusion.

Debt Recovery and Consequences of Non-Payment

Breakfast Club

- We will only allow a debt of £20 per child to accrue before we will stop providing a place at the club until payment is made. Parents will be informed by text when they get close to this amount.
- If a debt (any amount) remains unpaid for over 2 months then we reserve the right to refuse a place at the club.
- If we feel parents are building up this debt prior to leaving the school (Y6 leavers) deliberately we reserve the right to refuse the provision of a space and you will be contacted by the Headteacher.

Closure:

The breakfast club will not take place if the school is closed due to adverse weather conditions, problems with the building. For example: no heating or water supplies, or unforeseen circumstances.

In the event of a cancellation:

- A member of school staff will endeavour to contact parents by text as soon as the problem is known. - School closures are reported locally the radio.

Complaints Procedure

All complaints by a parent regarding breakfast club will follow the school complaints procedure.

Health & Safety

Breakfast club is run by the school and the existing Health and Safety Policy will be followed

Fire Procedures

In the event of a fire, children will follow the normal school procedures, leaving the building calmly via the exit into the quiet play area. They will congregate in the main playground and the club's register for the day will be called. There will be a fire practice in accordance with the School's emergency fire and evacuation policy.

Accidents

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

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 retrieve. Other medication will be administered according to the existing school policy on medication.