



Thaxted Primary School

Breakfast Club Policy

Policy Date: Spring 2021	Review Date: Autumn 2023	Responsible Person: Headteacher In Conjunction with: Business Manager
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1. AIM

The primary purpose of the breakfast club is to support families and their children by providing a healthy breakfast and a positive start to the school day.

2. ORGANISATION

Breakfast club is open from 7.45 to 8.35am, after which time a member of the Breakfast Club staff will take the children outside to wait for the start of school. The club is available for all children who attend Thaxted Primary School.

Parents and carers arriving at the club should ring on the bell at the main gate and wait to be admitted onto the playground. They should then walk their child/children round to the club, which takes place in the school studio.

3. STAFFING

The Breakfast Club is run by the school's Breakfast Club Supervisor and an Assistant. Bookings are checked on a daily basis and additional staff are asked to attend the club when required. All staff work at the school during the day and have current DBS clearance. They follow existing school policies and procedures for safeguarding, child protection and the code of conduct.

4. CHARGES

The school charges £3.50 per session. This includes a breakfast consisting of cereals, toast, fruit and yoghurt, with milk or water to drink. All guidelines laid down by The School Food Standards (June 2014) are adhered to.

It may be possible to financially support the parents of children who are eligible for Free School Meals at Breakfast Club. Anyone wishing to be considered for this subsidy should speak to a member of staff in the office.

5. BOOKING

All places must be booked at least 24 hours in advance via Parentmail (PMX). This means that you must book before 7.45am on the day before you wish your child to attend. Shorter term bookings, in cases of emergency, may be possible via the school office up to 4pm the day before. Children who arrive in the morning, without a booked place, are likely to be turned away as it is unlikely there will be enough staff on site to cater for extra numbers.

Parents who are registered for the club will find the breakfast club account in their Parentmail (PMX) account. This must be credited with a minimum of £3.50 before you can book a place. If your child is not currently registered please contact the office for a form.

6. THE MODEL OF PRACTICE

We are trying to encourage a family atmosphere. We believe this is best done with a degree of self-help, so children are involved in setting the tables and helping to serve and clear up. Older children often willingly support the younger ones. After breakfast, children can play games and engage in other play activities.

7. COMMUNICATION WITH PARENTS

Staff will communicate verbally with parents/carers bringing children, which may involve passing messages to classroom teachers. Written notes to parents from Breakfast Club staff are passed on via the child's book bag or a member of the office staff will telephone the parent/carer during the day.

8. MEDICATION

Each child's details, medical conditions, parent contact details and additional emergency contact information is kept in the school office.

Inhalers are kept in the locked medical cupboard in reception. If a child needs an inhaler a member of the Breakfast Club staff will escort the child to the cupboard and observe that it has been taken correctly. All other medication administered will follow the existing school policy. Allergy information should be updated regularly and staff have access to this.

9. BEHAVIOUR

We expect all children to abide by the school's behaviour policy and we will deal with negative and inappropriate behaviour by using constructive behaviour management techniques. We will involve staff, parents and children to tackle disruptive and challenging behaviour collectively.

Parents will be informed in the first instance if behaviour is giving cause for concern. If a child is not responding to guidance and support they may not be permitted to attend breakfast club. We will only exclude a child from the Club as a last resort, when all other behaviour management strategies have failed, or if we feel that children or staff are at risk. Exclusions will be fair, consistent and appropriate to the behaviour concerned, and will take account of the child's age and maturity as well as any other factors relevant to the child's situation.

10. COMPLAINTS

All complaints will follow the school's complaints policy.