



## **THE GREETLAND ACADEMY**

### **BREAKFAST CLUB POLICY AND PROCEDURES**

#### **Aims**

- To provide a welcoming, safe, secure environment for pupils before the beginning of the school day.
- To provide an affordable, early drop off childcare facility for parents/carers;
- To provide children with a simple nutritious breakfast at the start of the day in a pleasant, stimulating and vibrant environment.
- To provide a provision of activities, enabling children to engage socially and learn with children from other year groups.
- To continue to build positive links/relationships with parents.
- To alleviate parking congestion at both sites during peak times.

#### **Organisation**

This club is run by Greetland Academy staff for the benefit of Greetland Academy Children and Parents.

#### **Staffing**

Staffing will follow the ratio of 1:10 (KS1); 1:12 (KS2). Staff will be on site from 7:45 to set up ready to open at 8:00 am

In addition to Breakfast Club staff, the caretaker will be on site from 7:30 am and a member of the administrative staff will be on site from 8:00 am.

#### **Breakfast Club Staff**

KS1:

Mrs J Williams (Food Hygiene)

Miss B Chamberlain (Food Hygiene, Safeguarding Children, PREVENT, First Aid)

Mrs J Bradley (Safeguarding Children, Fire Safety, PREVENT, Defibrillator)

Miss Simpson (Safeguarding)

KS2:

Mrs B Roper (Food Hygiene, Safeguarding Children, PREVENT, First Aid, Defibrillator, Moving and Handling, Fire Safety)

Mrs N Boddis (Safeguarding Children, Fire Safety, Defibrillator, First Aid, Food Hygiene)

Miss S Marsh (Food Hygiene, Safeguarding Children, Moving & Handling, First Aid)

## **Contingency Arrangements for Staff Absences and Emergencies**

If a member of staff is absent, they must ring Helen Crowther who will arrange cover. Cover will be provided by alternative school staff.

## **Booking Arrangements**

Staffing levels may need to fluctuate to meet the staff/pupil ratio therefore bookings will need to be made a week in advance so that staffing levels can be planned and appropriate.

Booking forms are available from the school offices (copy in Appendix 1) and must be returned with full payment for the next week on a Thursday. The register for the following week will be collated on a Friday morning.

## **Admissions Policy**

In the case of over-subscription a waiting list will be held. Places will be allocated on the following basis:

- Priority 1: Children wanting full time places.
- Priority 2: Children who already attend the club and require permanent extra sessions.
- Priority 3: Siblings of children who already attend the club.
- Priority 4: Children requiring part time permanent sessions.
- Priority 5: Children requiring irregular sessions.

## **Costs and Payment**

£3.00 per child per session. (includes breakfast). If your child is in receipt of free school meals or is a pupil premium child then there will be no charge.

Payment is required to be paid half-termly in advance, although termly payments can be arranged if preferred.

Payment should be made to the school offices or via parent pay.

NB.: Absences will be charged for.

Inset days will not be charged for.

A minimum of one month's notice in writing must be given to cancel your child's place at Breakfast Club, otherwise full fees will still be payable. Any number of days from 1 to 5 may be booked, however there must be a regular commitment e.g. every Monday, Tuesday and Friday. It may be possible to pay for the odd extra session but this will be dependent upon availability and cannot be guaranteed.

Childcare vouchers are accepted where applicable.

## **Refunds**

Due to the need to pay and book places in advance so that levels of staffing can be organised and food purchased, we will be unable to offer a refund if a child does not attend. However, if the school cancels the club, a refund will be offered or the chance to carry payment forward into the next week.

## **Use of Registers**

Children should enter each site by the main door and report in the main hall. Children will be registered as they are admitted by one of the BC staff on duty. The register will be kept by the BC staff and recorded weekly by the admin staff.

## **Cooking and Serving Facilities:**

- The school hall will be used for preparation and serving food.
- BC staff will be in charge of preparing and serving food and ensuring that facilities are left tidy.

## **Menus:**

- Menus are set by the Catering Manager to ensure they are nutritionally balanced.
- Allergy information will be provided by the Catering Manager
- Breakfast Club staff will consult with the Catering Manager over all food matters/storage of food etc.

## **Organisation**

- Breakfast club will be open to pupils from Reception to Year 6 from 8:00 am and finish at 8:45 for KS1 and 9:00 for KS2.
- Children will be admitted at the main entrance and proceed to the main hall to be registered.
- Parents are asked not to bring their child to breakfast club prior to the start of 8.00 a.m. Persistent abuse of this condition could result in the withdrawal of the place.
- Breakfast will be served as soon as the children arrive and will be brought to the table.
- Once children have finished their breakfast they then take their plates to be cleaned and go to the range of activities available.
- Children will only use the adjacent school toilets.
- Children will need to help with tidying up equipment used at 8:40am at KS1 and 8:55am at KS2 then one of the supervisors will take them to wait outside their classrooms.
- Each child's details, medical conditions, parent contact details and additional emergency contact information are kept in the contacts file in the school office.

## **Resources**

Breakfast club resources are kept in the cupboards/stores in the dining halls. All electrical equipment must be PAT tested before use, unless new and under 12 months of age.

## **Behaviour**

- Because the Breakfast Club is run by the school, the existing school Behaviour Policy will be followed.
- All incidences are to be recorded in the BC behaviour book.

## **Communication with Parents**

- The school admin are employed to greet your child on arrival and take any messages required for classroom teachers.
- Parents may make appointments with a member of the Senior Management Team to discuss matters/issues pertaining to the Breakfast Club.

## **Safeguarding**

- Parents should drop off children and leave. They should not enter the rest of the school.
- Parents should not use the school car parks and at KS1 the pedestrian access to school should be used, not the driveway.
- In accordance with Safeguarding arrangements, all staff involved in the running of the Breakfast Club, either in a paid or voluntary capacity 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.
- Where ICT equipment is used, they must also follow the schools E.Safety policy and procedures.

## **Fire Procedure**

- In the event of a fire, children and staff will follow the normal school procedures, leaving the building in a calm orderly via the closest exit.
- They will congregate on the field at KS1 and in the bottom playground at KS2.
- The club register should be taken outside and all names checked.
- The school will hold ad-hoc fire practices.

## **Medication/Accidents**

- Inhalers are kept in school where possible. If a child needs an inhaler, a member of the breakfast Club staff will escort the child to the office and observe that the medication has been taken correctly (KS1). At KS2 pupils will have their own inhalers.
- All other medication administered will follow the existing school policy.
- BC staff are aware of the location of first aid kits.
- If your child has an accident whilst at the club, the same procedure will be followed as during the normal school day. i.e.: a first-aider will deal with the injury and the Accident Book completed as necessary. In the event of a head injury you will receive the advice slip. If *any* injury is deemed to be serious you will be contacted and an ambulance called if necessary. Please ensure that the emergency contact numbers school holds are up to date.

## **Risk Assessment**

A separate risk assessment has been completed for Breakfast Club sessions and activities. Please see attached sheet.

## **Confidentiality of Documents**

Confidential documents are kept in the school office.

## **Cancellation**

The only possible cause for cancellation would be school closure due to adverse weather conditions or problems with the building, e.g. no heating or water supplies.

In the event of closure:

- A member of school staff will endeavour to contact individuals by text and on Seesaw before 7:30 am.
- During Adverse weather conditions school closure will be reported on the school's website, the Calderdale council website and Leeds radio.

## **Complaints**

All complaints notified in writing by a parent regarding the Breakfast club will be investigated by a member of the senior management and a record kept of the outcomes.

**Appendix 1**

**BOOKING FORM**

**The Greetland Academy Breakfast Club**

Pupil Details:

Name of Child ..... Class .....

Name of parent/carer .....

Contact details: Home No ..... Mobile .....

Does your child suffer from any food allergies? If so please give details

.....  
.....

Are there any foods that your child is not allowed? If so please give details:

.....  
.....

Is there any other information regarding your child's health that Breakfast Club staff should know:

.....  
.....

Days required      Mon    Tues    Weds    Thurs    Fri      All week                      (please circle)

I enclose £ .....

Please note if your child is in receipt of free school meals then there will be no charge.

Signature of Parent/Carer ..... Date .....