



**SAXON WAY**  
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PRIMARY SCHOOL  
AND CHILDREN'S CENTRE

## Breakfast Club Policy

Last Reviewed: September 2020  
Next Review Due: September 2021

Reviewed Annually

## Objectives

To provide a welcoming, safe, secure environment for pupils before the beginning of the school day.

- To enable pupils to eat breakfast before the start of the school day in a pleasant, relaxed environment.
- To employ caring supervisory staff.
- To provide a calm play environment for those pupils.

## Organisation

The breakfast club is open to all pupils attending Saxon Way Primary School. It is open from 8am to 8.45am, but children should arrive no later than 8.15am to enable staff to clear food and clean before the start of the school day.

Breakfast club is held in the school hall. The child's details, medical conditions, emergency contact details, and additional emergency contact name, address and telephone number are kept in the School

Office which is accessible to breakfast club supervisors. It is the responsibility of the parents to ensure that the office is informed of contact changes.

## Use of Registers

Children are registered as they enter the hall. Newcomers are added to the register. The breakfast club supervisor retains the registers which are kept in the school office. At the end of breakfast club the supervisor tallies the numbers attending.

In case of an emergency where children have to be evacuated from the building, the register must be taken and the children checked against the register to ensure they are present.

## Staffing and supervision

The children are adequately supervised at all times. Two staff members are on duty at all times and the Headteacher is contactable on a daily basis in the event of any queries or staffing issues. All members of staff are DBS checked. All members of staff on duty hold a current first aid certificate and food hygiene certificate level 1.

A register is taken of all children attending. It is the responsibility of the parent to ensure that the children are handed over safely to the staff.

## Food and Activities

Children will be offered a range of cereals, toast and squash or water for breakfast. Following breakfast a number of activities will be on offer for the children to participate in. All resources necessary for the club will be purchased through the school budget designated for such purchases.

## Behaviour Policy

The Behaviour Policy is broadly in line with the School's Behaviour Policy. Our Behaviour Policy is based on a whole school approach to positive reinforcement and modelling of good behaviour. Children are expected to show a good standard of courtesy and behaviour at all times. If there are concerns with behaviour then parents will be contacted. Ultimately, exclusion from breakfast club will be the final sanction from such provision when all possible strategies have failed.

## Pricing Policy

The breakfast club daily fee is £1.00 per day. This fee is to cover the cost of:

- Staffing and administration.
- Food
- Equipment and day to day running costs.

It may be necessary to change fees from time to time; however Parents/Carers will always be given at least one month's notice of this. The club is run on a non-profit making basis. Contingency arrangements for staff absences and emergencies Arrangements for cover due to staff absence is organised by the breakfast club supervisors, who keeps a register of staff available for cover.

The Headteacher will be contacted by the breakfast club supervisors if cover cannot be found.

## Fire Procedure

Children should exit the hall and assemble on the playground. All registers should be taken and the children checked.

## First Aid

If First Aid is administered, the treatment is given in line with School Policy. Risk Assessment A risk assessment has been carried out for the breakfast club. This policy will be reviewed by the governing body as and when it is deemed necessary with changing circumstances and the extended numbers to the school.

## Payments

Payments should be made in advance at the beginning of every week.

Parents can pay by cash/cheque. Receipts will be issued once payment has been received. Please note that from September 2015, the school will be a cashless school for dinners parents will only be able to pay online. The Senior Admin Officer will text all parents who are in debt each Friday. If payment is not received within 14 days, parents forfeit their child's place with immediate effect, until payment is received, as there is often a waiting list. You will be informed immediately by phone and letter at this point. If payment is still not received within 28 days, we would then forward your account to debt collection agency to recover the debts.

