

# d'Auvergne – Breakfast Club Policy

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## 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 Breakfast Club Supervisors.
- To provide a calm play environment for those pupils

## Organisation

The breakfast club is open to all pupils attending d'Auvergne Primary School. It is open from 7.30am to 8.15am, but children should arrive no later than 7.50am 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. New children 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 will be evacuated from the building, the register will be taken, and the children checked against the register to ensure they are present.

## Staffing and supervision

The children are always adequately supervised. The Headteacher, Breakfast Club administrator or School Business Manager is contactable daily in the event of any queries or staffing issues. All members of staff are Police checked. All members of staff on duty hold a current First Aid certificate and Food Hygiene certificate Level 1.

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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, fresh fruit, cheese, yoghurt and milk or water for breakfast. Following breakfast, 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 always expected to show a good standard of courtesy and behaviour. 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 £4.00. 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.

### Cancellations/Fees

If parent/carers book sessions and choose not to send their child, a charge will still be made. Four week's written notice must be given to cancel a child's place at Breakfast Club. Cancelled sessions must be paid in full up to and including the four weeks' notice period.

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No refund will be given for sessions only part attended. No refund will be given if the child is absent or sick, or if school is closed due to unforeseen circumstances, e.g. snow.

#### 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 School Business Manager on an annual basis or when changes occur to our procedures or circumstances.

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