

Lainesmead Primary School and Nursery



Breakfast Club Policy

Reviewed: September 20

Next review date: September 21

Signatures

Subject Co-ordinator

Sarah Ellison

Headteacher

Eirian Painter

Chair of Governors

Alan Mulrooney

Lainesmead Primary School and Nursery - Breakfast Club Policy

Aims and Objectives

- To support families of the school community in providing a before school care facility.
- To meet the needs of disadvantaged children and families.
- To provide a welcoming, friendly and supportive environment where children are safe and secure in a relaxed environment.
- To provide a nutritionally well-balanced and healthy meal at the start of the school day.
- To provide structured creative activities.
- To ensure that the club is open to all children, regardless of ethnic origin, ability or disability, gender or cultural background.

Responsibilities

The breakfast club is the responsibility of the Headteacher who has delegated the responsibility for the day-to-day management of the club to the School Business Manager. The club is held in the school's hall and the school's kitchen facilities are used to prepare and serve food. Breakfast Club Assistants are employed to look after the children attending the club and the school's Catering Manager is responsible for the preparation and serving of breakfast.

Providing a healthy breakfast

The Breakfast Club serves the following foods:

- Milk and water
- Low sugar cereals including corn flakes, Weetabix and porridge / Wholemeal bread
- Butter, honey, jam or marmite
- Yogurt / Fresh fruit

Organisation and Routines

Breakfast Club is open every day during term time only. Parents are required to book breakfast club the week before they require their booking by email. Parents can commit to their child / children attending for a whole week or choose to attend on a daily basis according to their need. 24 hours prior notice is required for cancellations, money for such cancellations will be credited back to the parents Parent Pay account.

The club opens at 8am. Parents/carers drop their children off at the school main gate. A member of the school staff welcomes the children at the main reception door. **For safeguarding reasons parents/carer are not permitted to enter the school at drop off.**

Children are registered when entering the club. The club is free to children who are entitled to free school meals. Children will not be admitted to Breakfast Club after 8.10am.

After the children have finished eating their breakfast they engage in activities such as board games, jigsaws and drawing until it is time to go to class. At 8.35am - the Breakfast Club staff escort the children to their classes.

Club closures

The club is not available on whole school closure days, holidays, during emergency closures or if any industrial action is being undertaken by staff. Lainesmead Primary School and Nursery reserves the right to withdraw the Breakfast Club service at any time.

When sending children to Breakfast Club parents are advised of the following in their confirmation email:

1. They must provide up-to-date information their child including any change of contact details.
2. They must ensure they have paid for sessions booked within 3 days of receiving their confirmation email.
3. They must pay fees for booked dates if their child is absent for any reason and they have not cancelled the booking with 24 hours notice.

4. Ensure they come to the club for 8am and are not late.
5. Ensure their child abide by the rules of the club (the school's rules) and behave accordingly.
6. Understand that continually bad behaviour could result in their child being suspended or banned from attending the club.

Health and Safety

There are paediatric first aiders in attendance each day and there are first aid facilities in the hall for use by the club. Standard food health and hygiene procedures are followed under the guidance of the school's Catering Manager.

The school behaviour management policy applies to the children in Breakfast Club.

The maximum number of pupils attending the club on a daily basis is capped at 40. This meets the standard DfE recommendation of 1 staff member to 6 pupils. There are 6 staff members employed to oversee the club each day.

Please see the Addendum below

Addendum

Breakfast Club

Before School Provision



Lainesmead Primary School and Nursery

Information for 2020-21

**This addendum to the policy will be followed whilst
COVID Management Procedures are in Place**

Breakfast Club under COVID Management Procedures – ADDENDUM to main policy

Due to COVID management restrictions spaces are limited to 36 pupils per session. Bookings are taken on a first come first served basis and must be made no later than 5 working days prior to the session required. All children must have a prior booking to attend a club session. This includes children who qualify for free school meals.

Bookings for Breakfast Club are only taken and then confirmed by email. Parents can only bring their child to Breakfast Club if they have had the booking confirmed by email.

All paid for bookings must be paid for using ParentPay and payment should be made within 3 days of the confirmation email being sent.

Parents may request bookings for a whole term. Bookings for the following term will be taken from the following dates:

Term 1 - Bookings resume Wednesday 26th August

Term 2 - Monday 28th September

Term 3 - Monday 30th November

Term 4 - Monday 25th January

Term 5 - Monday 22nd March

Term 6 - Monday 26th April

Term 1 – Academic Year 21-22 – Monday 28th Jun

Drop off at the Club – observing social distancing measures

Children access the school via the main school gate on South View Avenue.

Parents maintain social distancing from other parents and children walk their children to the bottom of the path where they are greeted from the other side of the driveway by a member of the Breakfast Club team. Parents are not permitted to cross the path to where the staff member is greeting children. They exit the school via the main gate staying on the left hand side of the roadway for safety.

Children are booked into Breakfast Club from 8.00am to 8.10am.

Children at the Club

Children enter the club through the office corridor and are directed by a member of staff to use hand sanitiser before they enter the club.

Children sit at tables in their year group bubbles. They keep coats and bags with them at the table and line up to collect their breakfast, keeping social distance between themselves and others.

When they have finished breakfast children remain seated at the table until it is time to leave the hall. They line up in their year group bubbles and sanitise their hands as they leave the hall.

Staff and PPE

Staff must wear PPE when working at Breakfast Club, this includes an apron, gloves and mask/visor. They are asked to come to school at their work start time and not before. Upon arrival they must wash their hands thoroughly, store their personal belongings away in their lockers, they are not permitted to enter any of the staffrooms.

Staff sanitise the tables before the children start club and again once they have left. PPE and cleaning materials are carefully disposed of in the receptacles provided. Staff must wash their hands before leaving the school.