



Early Birds' Breakfast Club Policy and Procedures

January 2016

The Governing Body of Leven CE (VC) Primary School first adopted this policy in January 2016. It will be reviewed annually.

1. INTRODUCTION

The Early Birds' Breakfast Club opened in January 2016. Only children attending Leven CE (VC) Primary School can attend The Early Birds' Breakfast Club.

2. AIMS AND OBJECTIVES

To provide a Breakfast Club which supports working families by providing a safe healthy and useful environment for pupils from 7:45 am to 8:55 am on school days.

The club will:

- Be well used and valued by child and adult clients.
- Impose no extra burden on the smooth running of the day

The club is not providing the same service as full private pre/post school provision. The school is not competing with the full range of activities that these providers arrange. Also note the Breakfast Club is only open on school days during term time.

3. STAFFING

Staffing will include:

Named person in charge who is a first aider.
Catering Assistant.

Maximum adult/pupil ratio is 1: 15

The optimum maximum number is 30 and although there is staffing to go higher, everything possible will be done to sustain the capacity at 30.

All staff will wear a badge.

4. RESERVING PLACES AND PAYMENT

To attend the club, Parent/Carers need to reserve and pay for places in advance in termly blocks. Sessions run from 7:45 a.m. to 8.55 a.m. at which time pupils go straight to class.

- Money is not refundable for absence due to illness or other family



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commitments.

- Money is refundable however for reasons caused by the school e.g. school closure, Residential Visits.
- Parents may signify a booked holiday when reserving places and adjust payments accordingly at the point of payment.
- Parents may reserve places every day of every week or for a specific combination e.g. every Monday or every Wednesday etc.
- Places are limited, though depending on demand, provision could expand in the future.
- Price is set each year PAYABLE ONE TERM, ONE HALF TERM OR MONTHLY IN ADVANCE.
- **CANCELLATION POLICY: IF YOU WISH TO CANCEL YOUR CONTRACT FOR THE TERM YOU WILL BE REQUIRED TO PAY FOR ONE MONTH OF YOUR TERMLY CONTRACT.**
- **THE CLUB IS UNABLE TO TAKE ANY PAYMENTS AT THE DOOR.**
- Parents may contact the F.I.S.H. Helpline for advice on reclaiming costs back via Working Families Tax Credit. Tel: 01482 396469 Website: <http://www2.eastriding.gov.uk/living/children-and-families/the-family-information-service-hub/what-fish-can-do-for-you/>

5. ORGANISATIONAL PROCEDURES

In summary the arrangements are as follows:

- Parent/Carers are responsible for ensuring the safe arrival of children at the club.
- Entrance is via the Main Hall fire door off South Street NOT through the car park or main entrance.
- At 7.45 a.m. the door will be opened by the named person in charge and children will register into the club via the Hall Fire Exit from 7:45 a.m.
- No responsibility will be taken for pupils before 7:45 am.
- Children will enter leaving belongings and coats in a designated area in the hall.
- Breakfast will be served buffet style in the hall to include:
 - Toast
 - Choice of cereals
 - Yoghurt
 - Milk



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- There will be a table available for pupils wishing to read and/or complete homework.
- Table games are set out in the hall.

6. UNRESERVED ATTENDANCE

If a child arrives at the club without prepayment, the child will be accepted for one session. The named person in charge will report this to the Head Teacher who will contact parents directly. The school appreciates that there will be times when parents have an emergency and they may need to use the Early Birds Breakfast Club at short notice. However, should there be several repetitions the school may, depending on circumstances, make a report to Social Services as the parents could be neglecting to care appropriately for the child.

7. DIETARY REQUIREMENTS

Staff must make themselves aware of any pupils with special dietary requirements including allergies. These are displayed clearly in the Kitchen.

Future dietary requirements will be addressed as they arise through the school's procedures for dealing with medical requirements.

8. STAFF ABSENCE

Staff must inform each other and the School Business Manager of absence. The School Business Manager will arrange for extra cover from a supply list should the adult: pupil ratio breach the 1:15 ratio. There must be an absolute minimum of two staff present.

9. SAFEGUARDING

The Early Birds' Breakfast Club is subject to all the same regulations, processes and procedures as described in the school's Child Protection and Safeguarding Policies and in all associated health and safety, employment, and child protection policies.

The Breakfast Club is also subject to all relevant Risk Assessments, including 'Out of School Clubs' and has its own Breakfast Club specific Risk Assessment.

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10. EQUALITY

The club is subject to the same policies and procedures that apply to the school's Race and Equality Policy. It is subject to the same procedures regarding the reporting of any incidents which are discriminatory in any manner, based on Race, Nationality, Gender, Disability or Sexual Orientation.

Most importantly:

- All staff, teaching and non-teaching, should be vigilant in class and in the playground at all times, in order that discriminatory behaviour does not go undetected
- All staff should investigate any allegations of discrimination and take the child's concerns seriously. Discriminatory attitudes must be challenged
- All staff should take action as soon as possible and ensure that all interaction is carried out privately, i.e. away from the group
- Staff should remain calm and take time to listen impartially to all involved
- Staff should avoid labelling pupils such as 'racist' and 'victim' – after an incident both pupils may need support to rebuild or reinforce self image and esteem

11. THE ROLE OF THE HEADTEACHER

The Head Teacher is ultimately responsible, though any member of the Senior Leadership Team may act on his behalf.

It is not expected that a member of the Senior Leadership Team will be on site whilst the club is in operation.

12. BEHAVIOUR

The Club is subject to the same policies, procedures and expectations that apply to the school as demonstrated through the school's Good Behaviour Policy.

The same rules / expectations and procedures apply that are the basis of the School's Good Behaviour Policy.



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The following additional points should be noted however:

- Attendance is not a statutory requirement and no extra support can be provided by the school for individuals. It may be possible however to access support funding if required.
- Pupils who significantly misbehave will be, after one written warning, removed from the register and payment reimbursed.
- All reports of discriminatory incidences must be recorded and a note made of any action taken. The school will invoke sanctions as detailed in the Good Behaviour Policy
- Information relating to all incidences of discriminatory behaviour will be forwarded to the local education authority on a termly basis. This data will be used for analysis.

APPENDIX 1 – SAMPLE BOOKING FORM

EARLY BIRD'S BREAKFAST CLUB BOOKING FORM

Child's Name.....Class.....

BOOKING FORM

	Monday	Tuesday	Wednesday	Thursday	Friday

PLEASE NOTE IF THERE IS A HIGH DEMAND FOR THE BREAKFAST CLUB, PRIORITY WILL BE GIVEN TO PARENTS/CARERS PAYING FOR EVERY WEEK OF THE TERM.

To calculate the cost, please multiply the number of days ticked by £3.50. Bookings only accepted when paid in advance.

I enclose a cheque/cash for £ . Cheque payable to Leven C.E. Primary School.

Please do not presume acceptance until you have received a copy of this form returned to you with the confirmation box has been signed.

CANCELLATION POLICY: IF YOU WISH TO CANCEL YOUR CONTRACT FOR THE TERM YOU WILL BE REQUIRED TO PAY FOR ONE MONTH OF YOUR TERMLY CONTRACT.

Signed Parent/carer.....date.....

OFFICE USE ONLY

Confirmation

Date

Signed