

Breakfast Club Policy

Priory Primary School

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Related Policies	

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Our Vision

All our children are buzzing with excitement for learning; they enjoy the feeling of success, develop confidence, and become active and responsible citizens.

Aims

These aims are for our whole school community – children, staff, governors and families:

- To develop independent, enthusiastic and creative learners with skills for life
- To provide a welcoming, happy and safe environment, where learners are confident to take risks and can flourish
 - To deliver an authentic curriculum, which provides opportunities for challenge and aspiration, preparing children for the future
- To build a community based on mutual respect, where everyone takes responsibility for their own actions and behaviour choices
 - To celebrate diversity and promote tolerance, developing learners as global citizens

1 Aims

- To provide a secure, welcoming, before school care for children whose parents are unable to bring their children to school at their normal start time due to work commitments.
- To provide a healthy breakfast to start the day.

2 Objectives

- To provide a welcoming, safe, secure environment for all children, regardless of gender, disability, ethnicity or creed before the beginning of the school day.
- To enable children 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 Children.

3 Procedures

3.1 Staffing

- There are four breakfast club supervisors and one senior breakfast club supervisor (who is trained to level 3) on duty. In addition to this the school caretaker and usually a member of the senior leadership team on site before 8am

3.2 Contingency arrangements for staff absences and emergencies

- If a member of staff is absent, they must ring the Head of School or one of the Assistant Head Teachers who will arrange cover

3.3 Booking arrangements

- Priory Primary School's breakfast club provision is currently £1.50 per day
- Please call the school office to book on 01482 509631. Alternatively you can email admin@priory.hull.sch.uk

3.4 Use of registers

- A register of all children at the club is taken every morning on School Money.
- 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.

4 Organisation

- Breakfast club is open to all Children from Foundation 1 to Year 6 from 7.30am. It is held in the school dining hall.
- Children enter the dining hall directly from the door in the short link corridor facing the car park.
- Children are welcomed by a breakfast supervisor who registers the children. The children then collect their breakfast from the serving hatch.
- As each child finishes their breakfast they leave the table and can enjoy activities including reading, drawing and games. The outdoors and the school halls are used as additional places for games.
- Emphasis is laid on good table manners and behaviour throughout. Children are expected to behave and respond to the Breakfast Club supervisors. If a child misbehaves then the breakfast club supervisor can refer the child to a senior member of staff and a phone call home will be made if necessary. If the child repeatedly misbehaves or exhibits challenging behaviour a member of the Senior Leadership Team will discuss this with parents/carers. The child may no longer be able to attend the Breakfast Club; this can be issued on a fixed term or permanent basis at the discretion of the school.
- Toilet facilities are available in the main school.
- Children will remain in the dining hall/school halls at all times however during summer months children play, supervised, on the field.
- All activities are tidied before the children go to class and the children leave the dining hall with a member of staff

- The child's details, medical conditions, the parent's contact details, and additional emergency contact name, address and telephone numbers are accessible from the Breakfast Club laptop and paper copies are also kept in the School Office.

5 Resources

Breakfast Club resources for play are kept in cupboards in the dining hall.

6 Communication with Parents

- Verbal communication with parents/carers when they bring their children
- Telephone calls as and when required

7 Fire Procedure

- Children and staff should exit the dining hall through the link corridor and assemble in the middle assembly point on the grassed area next to the carpark.
- The register taken at the Breakfast Club is checked by a member of the breakfast club team when the children are lined up at the assembly point
- Procedures, as outlined in the school fire policy, are followed

8 First Aid

- A First Aid Kit is kept in the medical room, school office and kitchen
- If First Aid is administered this is inline with our First Aid policy
- In some instances parents may be notified (see First Aid policy)

9 Medication

- Children are to keep inhalers about their person. Administration of an inhaler will be supervised by an adult.

10 Risk Assessment

- A risk assessment has been carried out for Breakfast Club and is in the breakfast club folder in the medical room