



St. Mary's C.E. Primary School Breakfast Club Policy

'We will grow up in every way into Christ, who is the head. The whole body depends on Christ, and all the parts of the body are joined and held together. Each part does its own work to make the whole body grow and be strong with love'. *Ephesians 4:15-16*

One family: school, church, home and community.

St Mary's breakfast club operates from 7.30am – 9am during term time, excluding PAD days and Bank Holidays.

School Vision

At St Mary's we believe in a culture where:

- Everyone is special, unique and valued: diversity and difference are celebrated. We are all God's treasure.
- Education is holistic; spiritual and moral growth is nurtured.
Life in all its fullness – John 10:10.
- Inspirational and reflective worship enables all in the school community to encounter the risen Christ.
- Wisdom, knowledge and skills are a focus in everything.
- Everyone does their best at all times with a culture of the highest expectations, respect and consideration for all.
- Everyone can succeed and achieve. Aspiration and inspiration are central to all that we do.
I know the plans I have for you. Plans to make you prosper – Jeremiah 29:11.
- Creativity and joy in learning is valued.
- The spiritual and emotional well-being of all members of our school community is a priority. Resilience and perseverance are developed in all.
- A community of global citizens of God is created through social action – on local, national and global levels.

All of these are underpinned by our spiritual, moral, social and cultural understanding and experiences; respect of our British values and through our

core Christian values of hope, peace, compassion, forgiveness, trust and endurance.

Aim

- To support working families by facilitating an affordable earlier start to the school opening time.
- To provide a welcoming, safe and secure environment for pupils before the start of the school day.
- Increase in the number of children who start the day with a healthy nutritious breakfast (Cereal, toast / crumpets, fruit, water, fruit juice). Breakfast is served until 8.30am.
- Ensure that children have improved punctuality and school attendance.

Staffing Policy

Breakfast club staff are employed by the school and are subject to the school employment policies.

There will always be a minimum of two breakfast club staff at each session. In addition to breakfast club staff, the site manager will be on site from 7am and a member of Senior Leadership will be on site from 7.30am.

Parents should not drop their children off earlier than the start of 7.30am and there will be no supervision of children arriving earlier.

Admissions

- Only children attending St Mary's C of E Primary School (Nursery to Year 6) are eligible to attend.
- All places are subject to availability.
- The registration process must be completed prior to the child's commencement at the club.
- We have capacity for 45 pupils with 3 staff in attendance and 30 pupils with 2 staff in attendance.
- Sessions are booked and paid for via Parentpay.
- This policy is available to view on the school website: stmarysprestwich.bury.sch.uk

Charges

The club must remain sustainable and not draw upon the main school budget. The costing has been based upon staffing, administration and resources. The cost is per child and there are no sibling discounts. This service can be funded via Pupil Premium for those eligible pupils.

As of September 2020 the cost will be **£5 per session**. This does not cover the cost of provision for 1:1 support.

Bookings and payments must be made via Parentpay in advance to reserve the place. Payments must still be paid if your child is absent from school through illness or other absence (including term time holidays). Exceptions are for school holidays, teacher training days, school residential, exclusions and unforeseen closures e.g. adverse weather. If school is closed due to unforeseen circumstances then a credit will be made to the Parentpay account for the session.

If the Breakfast Club is used as an ad hoc provision or one-off basis payment must be made via Parentpay.

Childcare Vouchers

Payments can be made for breakfast club using childcare vouchers. If you wish to pay by this method, please contact Mrs Beck in the school office, who can confirm whether we have an account set up with your childcare voucher provider. Voucher payments are credited to your Parentpay account, so that you can manage the account effectively.

Behaviour Policy

St Mary's Primary School Breakfast Club promotes an atmosphere of care, consideration and respect for everyone attending: children, staff and visitors. The school's behavior policy encompasses the extended school hours for breakfast club.

Equal Opportunities

St Mary's Breakfast Club will take positive steps to ensure that provision is made for a safe, caring and welcoming environment, which promotes and reflects cultural and social diversity and is equally accessible to all.

Safeguarding Policy

Breakfast club staff have completed Level 1 safeguarding as a part of the whole school cycle of training. The school's existing safeguarding policy, reporting procedures, child protection and staff codes of conduct are employed during these extended school hours. All staff have appropriate DBS clearance and safeguarding checks.

Medicines

Children have any existing medication either centrally stored in the school office or inhalers are kept in their classrooms, which are accessible during the hours of breakfast club.

All medications are administered in line with our existing medications policy and recorded accordingly.

First Aid

If First Aid is administered, it is recorded in the school's first aid treatment records and children are issued with a slip to take home with them. If the incident is deemed serious enough, parents / carers will be called and 999 dialled if required.

Food allergies and Medical Needs

It is the responsibility of parents / carers to inform Breakfast Club staff / school office staff of any food allergies or medical needs that need to be considered. Medical verification letters may be required. Staff will follow any health management plans in place with the school and attend appropriate training for any specific conditions, where required.

Registration

Children must be registered by staff immediately upon arrival. Parents / carers must register the child with the staff member. This cannot be undertaken by the child.

Children are not permitted to visit any other part of school (including the playground) before or during breakfast club unless they have been given permission by a member of staff.

We reserve the right to remove the Breakfast Club provision for a child if it is deemed that their behaviour detrimentally impacts upon the safety of other children or staff; or if it is considered that the extension to the school day is detrimental to the wellbeing of the child.

The procedure is as follows:

- Breakfast club staff speak to the child to determine what could be reasonably done to avoid the concerns raised. Arrange a daily routine for the child to follow. Staff to record on school's monitoring system.
- Liaise with parents / carers to raise concerns about inappropriate / unsafe behaviour observed and recorded. Share action plan and set review date.
- A two-week monitoring period commences from the date of discussion with parent / carer. During this period a daily written record will be kept to share with SLT and parents / carers on a daily basis.
- If there is still a concern after the two-week monitoring period, a formal letter will be issued informing parents / carers of termination of the

reserved place at the Breakfast Club. The date of termination of the place is two weeks from the date of the letter.

Cancellations

If you wish to cancel your child's reserved place at the Breakfast Club, it must be put in writing and two weeks' notice provided.

Communication with Parents

There will be opportunities for verbal communication at drop off times for the Breakfast Club.

Key policies and letters will be shared on the school website:

www.stmarysprestwich.bury.sch.uk

Additional communications may be via telephone, email, text message or class dojo messages.

Fire Procedure

Breakfast Club is based in the school hall. Emergency exit routes are via either the rear door, through the Nursery playground or via the main entrance; dependent upon the location of the fire. Assembly point is on the playground by the field boundary fence. Breakfast Club staff will check the register and report to the SLT from the fire assembly point.

Lockdown Procedure

The school's Lockdown procedures are followed, according to the school's policy and procedure document. Staff and children rehearse this procedure during school hours.

Risk Assessment

A risk assessment has been carried and is reviewed annually, unless changes during the school year require a review earlier. This risk assessment is stored with the school's Health and Safety documents.

Complaints Procedure

All complaints should be put in writing by the parent / carer and the St Mary's Complaints Procedure and Policy will be followed. This is available on the school's website and paper copies are available upon request via the school office.

www.stmarysprestwich.bury.sch.uk/policies

Policy written by: S Jones (Headteacher)

Policy date: April 2020

Policy ratification: May 2020 – Full Board of Governors

Policy review: April 2022

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St Mary's C of E Primary School Breakfast Club Agreement

I[PRINT NAME] parent/carer of
..... have read and accept a copy of the
club policy and agree to abide by the terms therein. The sessions in this
contract are 7.30am – 9am. Sessions are booked via Parentpay and must
be paid for in advance.

- I accept that I am the 'contracting parent' for the above child and agree to make payments in advance via the online booking system (Parentpay). I understand that I will lose my place if my account is in arrears.
- I understand I can change or cancel sessions up to 2 weeks prior to my child attending a specific session without incurring a charge and that any change or cancellation after this point is non-refundable.
- I agree to keep all contact, medical, dietary and other information up to date with the school office, as I understand this will be used by the breakfast club.

Please indicate which sessions you would like to book to support staffing allocation.

Regular sessions (Please circle the days which you require)

Monday Tuesday Wednesday Thursday Friday
Or

I will be booking ad-hoc sessions when required.

Parent Signature

Date