

# St. Mary's Catholic Primary School



Love, Grow, Believe, Achieve!

## Breakfast Club Policy



## **Introduction**

Research indicates that the provision of a healthy breakfast for pupils will improve the health and concentration of children and assist in the raising of standards, learning and attainment. With this in mind, the Governing Body at St Mary's Catholic Primary have established a breakfast club at the school.

A free healthy breakfast club offering Reception to Year 6 learners the opportunity to access a healthy meal before the start of the school day (no charge).

## **Healthy Eating Breakfast Club**

### **Purpose**

To enable pupils to eat a healthy nutritious breakfast before the start of the school day in a pleasant, relaxed environment.

### **Location of Breakfast Club**

The club sessions are held in the dining hall. The school's lunch kitchen is used to serve the breakfast and wash tableware. Equipment and food are kept in stored lockers. Staff ensure that all areas are left clean and tidy at the end of the session.

### **How to apply**

- At the end of every academic year parents will be asked to reapply for Breakfast Club for the following year. This is to ensure a fair system for all learners in our school and for new children joining our school each year.
- Parents will be given advance warning of the date the school will accept applications for the next academic year. To make it as fair a system as possible, places will be offered on a first-come-first-serve basis and only applications handed to the offer after a particular day and time will be allocated a place.
- After the first 70 places have been allocated, children/ families will be placed on the waiting list. Parents will then be informed when spaces become available.
- Parents can request a place at Breakfast Club for their children and any time of the year. If spaces are available, they will be allocated a place. If there are no spaces available, their names to the waiting list.

### **Organisation**

- The healthy Breakfast Club is open to pupils attending St Mary's Catholic Primary School.
- The club has 70 places.
- A waiting list will be maintained, should the number of applicants exceed the number of available places.
- Places are allocated on completion of a Breakfast Club Application Form. If successful, parents will be informed in writing that their child/ren have been allocated a place.
- Children must attend every day. If children are not attending regularly the place may be withdrawn and the place(s) given to children on the waiting list.
- The club is open from 8.15am and entry is via the school gate on the left-hand side of the building.
- Children must arrive no later than 8.30am to enable time to eat their food and for staff to clear food and clear up before the start of the school day.
- 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**

- Once children are registered at the main door, they may enter the school building and into the hall.
- It is the responsibility of the parent/carer to ensure that children are handed over safely to the breakfast club staff.
- Parents must call the school office and leave a recorded message, if their child is going to be absent from the club, using the usual absence reporting procedures, but making it clear that it is an absence from Breakfast Club.
- In case of an emergency and children have to be evacuated from the building, the register must be taken and the children checked against the register to ensure they are all present.
- The Breakfast Club Supervisor retains the registers. At the end of every Breakfast Club session, the supervisor tallies the numbers of pupils that attended and records kept of any absent or late children who have not rung the school to notify of their absence. After three consecutive absences over a two-week period of either non-attendance or lateness, you will receive a letter from the Breakfast Club Supervisor.
- Pupils with poor attendance, lateness and continuous poor behaviour will risk losing their place in the club.

## **Staffing and Supervision**

- The Breakfast Club Leader will be suitably qualified to take all ages attending the club.
- The children are appropriately supervised at all times. Three members of staff are on duty at all times and the Headteacher/Deputy Headteacher is contactable on a daily basis in the event of any queries or staffing issues.
- All members of staff are DBS checked.
- The Breakfast club leader holds a current Food Hygiene Certificate Level 2.
- All breakfast club staff have undertaken food hygiene training.
- At least one member of breakfast club staff holds a current First Aid Certificate.

## **Contingency Arrangements for Staff Absences and Emergencies**

- Arrangements for cover due to staff absence is organised by the Breakfast Club Leader.
- The Breakfast Club Leader will inform the Headteacher if cover cannot be found.

## **Routine**

- Children should enter the Breakfast Club via the school gate at the left-hand side of the building.
- Children are registered.
- Children will collect their breakfast food and sit at a table.
- Once they have eaten, they will clear their own cup and plate away from the eating tables and take them to be washed by a member of staff.
- During their time at the club, they will be able to talk to friends and listen to music.
- Children will be able to use the usual school toilets.
- Children will help tidy up any equipment used at the end of the club.
- At the end of the breakfast club the school bell will ring and staff will then supervise the children to their classrooms.

## **Fire Procedures**

- Children should be led by adults to exit the hall and assemble in the main playground.
- All registers must be taken and the children checked.
- One adult will check the toilets.
- All adults must leave the kitchen and assemble with the children on the playground.
- The register will be called as the children are assembled in the playground.

- If the school grounds need to be evacuated, the school evacuation procedures will be followed and the children and staff will move to the church hall in Talbot Street.

### **Food and Activities**

- Children will be offered a range of healthy cereals, toast, yoghurt, fruit juice or water for breakfast.
- Staff will encourage all children to eat a breakfast that will enable them to be successful in their learning throughout the morning. Parents will be advised if their children do not eat appropriately.
- Breakfast Club children will be offered a breakfast, in line with the School Food Regulations, which will include:
  - Fruit juice, milk or water
  - Cereal
  - Wholemeal/white bread toast
  - Yoghurt
  - Fresh fruit
- Any special dietary needs should be recorded on the initial application form.
- All children are expected to eat breakfast in this club. Pupils not eating breakfast will be monitored by the club staff. Parents will be informed if children continually refuse to eat breakfast. Places cannot be retained in the breakfast club if children refuse to eat or have already had breakfast in the morning prior to coming to Breakfast Club.
- As children eat their breakfast, they may socialise with friends, listen to music and play table top games.
- Resources necessary for the club will be purchased through the school budget designated for such purchases

### **Behaviour Policy**

#### **Behaviour**

Whilst attending Breakfast Club, children are expected to:

- use socially acceptable behaviour
- respect one another, accepting differences of race, gender, ability, age and religion
- ask for help if needed, and

Positive behaviour is encouraged by staff acting as positive role models, praising appropriate behaviour and dealing with inappropriate behaviour. The Breakfast Club will follow the school's Building Positive Relationships Policy. Any child that persistently disrupts the smooth running of the Breakfast Club may forfeit his/her place.

#### **Communication with Parents**

Letters or texts will be sent home regarding Breakfast Club, if parents need to be informed of anything. Information may also be shared on our website.

#### **Emergencies**

As part of communication of school to parent, parents/carers are asked to complete a Pupil Information Form. This will be used to enable Breakfast Club staff to contact parents/carers in the case of emergency.

#### **Inset Days**

Breakfast Club will not operate on staff training days.

## **First Aid**

If first aid is to be administered, the treatment is given in line with the School Policy by a qualified First Aider.

## **Risk Assessment**

A Risk Assessment has been carried out for the Breakfast Club.

## **Staffing**

Breakfast Club has five members:

- Breakfast Club Co-ordinator
- Breakfast Club Supervisor x 4

They work together to ensure that the children have activities to occupy themselves with and that they are playing safely. They organise the cleaning of all the equipment required to run the Breakfast Club and prepare the food.

## **Complaints Procedure**

All complaints must be in writing. A complaint by a parent regarding the Breakfast Club will follow the school's Complaints Procedure.

## **Cancellations**

Cancellations would be due to school closure due to adverse weather conditions, problems with the building. For example, no heating or water supplies or for any other unforeseen circumstance. In the event of a cancellation, a member of staff will endeavour to contact all Breakfast Club members by text or phone as soon as possible.

## **Health and Safety**

Breakfast Club is run by the school and the existing Health and Safety Policies will be followed. To ensure the safety of the children, staff will check the hall area regularly.

## **Equal Opportunities**

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. All children and their families will be treated with equal concern and value.

## **Safeguarding**

In accordance with safeguarding arrangements, all staff involved in the running of the Breakfast Club will have current DBS clearance. These records are held in the school office. Breakfast Club staff will follow existing school policies and procedures for child protection and the code of conduct.

## **Policies and Procedures**

Breakfast Club will follow the school's own policies and procedures and these are available from the school office.

**Accidents**

A trained First Aider will treat accidents and the accident will be recorded in the accident book. Breakfast Club will follow the school's First Aid procedures

**Medication**

Medication will be administered according to the existing school policy on medication.

**Policy Review**

This policy will be reviewed and evaluated by the School's Senior Leadership Team/Governing Body and will be reviewed regularly.