



Malvern Primary School

Breakfast Club Policy

Updated September 2020

Breakfast Club Policy

Aims

- To provide a welcoming, safe, secure environment for pupils before the beginning of the school day;
- To provide an affordable, early drop off childcare facility for parents/carers;
- To continue to build positive links/relationships with parents;
- To provide children with a nutritious breakfast at the start of the day in a pleasant and relaxed environment;
- To provide a calm play environment in which for children can engage socially with children from other year groups, therefore strengthening relationships in the school community.

Procedures

Staffing

There will always be Breakfast Club Supervisors at each session. Staff will be on site ready to open at 7:30am. In addition to Breakfast Club staff, the Premises Officer will be on site from 7:00 am A First aider will also be on site.

Contingency Arrangements for Staff Absences and Emergencies

If a member of staff is absent, they must ring the Business Manager by 7.00am, who will arrange cover. Cover will be provided by the named volunteer.

Use of Registers

- Children must be signed into Breakfast Club by a responsible adult. Children in Year 6 are allowed to sign themselves in as long as prior permission has been given by their parent/carer. The register will be kept in the main school office.

Cooking and Serving Facilities:

- The designated breakfast club provision area will be used for preparation and serving food;
- One member of Breakfast Club staff will be in charge of preparing and serving food and ensuring that all facilities are left tidy.

Organisation

- Breakfast club will be open to pupils from Reception to Year 6 from 7:30 am – 8:45 am.
- Children will be admitted and registered at the Breakfast Club entrance. Breakfast will be served as the children arrive.
- Once children have finished their breakfast they then take their plates to be cleaned and go to the range of activities available.
- Children will have use of toilet facilities located within the designated Breakfast Club area.
- Children will support with tidying up equipment and will then be escorted by a member of school staff to class at 8.45am.
- Each child's details, medical conditions, parent contact details and additional emergency contact information are kept in the contacts file in the school office.

Resources

Breakfast club resources are kept in the designated breakfast club provision.

- All electrical equipment must be PAT tested before use.

- Children may be allowed to play outside, suitably supervised, until 8.30am when the school gates open.

Payment

- At the end of each week, parents ParentPay accounts will be debited with the appropriate fees. Sessions cost £3.00 per child.
- All payments will be paid on ParentPay and debt letters will be sent out by the office. If any debts reach £20, the child's place at breakfast club will be withdrawn.

Date agreed by governors: September 2020

Signed (Chair of Governors):

Signed (Headteacher):

Date for review: September 2021