

Sudell Primary School



Breakfast Club Policy

Reviewed: May 2021

Reviewed: September 2022

Responsible Person: Principal

Principal: Helena Lewis

Chair of Governors: Phil Holden

Rationale

The breakfast club is organised by Sudell Primary School. It is an extended school activity designed to allow children to be in school from 8.00. It gives children the opportunity to have a choice of food and drink for a healthy start to the day. Children are also encouraged to be independent at these times and to make decisions for themselves through the choice of food and drink and to participate in informal activities with each other developing social and interactive skills.

The breakfast Club is supported by Magic Breakfast, a charity who provides breakfast foods to schools in deprived areas, where the FSM indicator is high.

Objectives

- To provide a welcoming, safe, secure environment for children before the beginning of the school day
- To enable children to eat a healthy breakfast before the start of the school day in a pleasant, relaxed environment
- To provide an affordable childcare service for working parents
- To target children in need e.g. FSM, PP, low attendance

Organisation

The breakfast club is open to all children attending Sudell Primary School, however a maximum number of 30 children can attend on a daily basis and these children should be booked in. We no longer operate on a drop in basis. The Home School Liaison Officer is responsible for the registers and applications for the club. Application forms are available from the school office and should be completed and returned to the Home School Liaison Officer who will liaise with parents regarding available places. Should a place be required in an emergency, parent's needs to liaise with either the Home School Liaison Officer or the Principal.

Breakfast club is open from 8.00 to 8.45, but children should arrive no later than 8.30 to enable staff to clear food and clean before the start of the school day. It is held in the dedicated breakfast room. No responsibility will be taken for children arriving prior to 8am. The child's details, medical conditions, the parent's contact details, an additional emergency contact name, address and telephone number are kept in the School Office. It is the responsibility of the parents to ensure that the office is informed of contact changes.

The Breakfast Club meets in the Breakfast Room where the food is prepared and served. As children finish their breakfast they are requested to clear their plates and then can play a game or quietly chat with their friends. Dedicated tables and areas are allocated for children to play once they have eaten.

Use of registers

Children are registered as they enter the Breakfast Room. Newcomers are added to the register. The breakfast club staff retain the registers which are kept in the school office. At the end of breakfast club, the staff tallies the numbers attending and the monies taken and this is handed over to the office staff where the amount is confirmed. 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.

Staffing and supervision

The children are adequately supervised at all times. A minimum of two staff are on duty. All members of staff are DBS cleared. At least one member of staff on duty holds a current first aid certificate. At least one member of staff on duty has attended the food hygiene course. SLT support the supervision of breakfast club.

Storage of food

All food stuffs are stored in a sole use cupboard in the kitchen area. Two fridges are available for food storage and a freezer.

Food and Activities

Children will be offered a range of food for breakfast including a variety of cereals and bagels and fruit juice, water or milk. A list of allergen information is held on file in the breakfast club along with a list of children with any allergies.

Pricing

The breakfast club daily fee is £1 per child. The charge helps towards the cost of food, equipment and day to day running costs. It may be necessary to change fees from time to time, however Parents/Carers will be notified of any changes via newsletters, letters and/or parents/breakfast club notice boards.

Contingency arrangements for staff absences and emergencies

Arrangements for cover due to staff absence is organised by the Principal.

Fire Procedure

Children should exit the Breakfast Club room via the fire door and assemble on the playground. All registers should be taken and the children checked.

First Aid

If First Aid is administered, the treatment given is recorded following the school First Aid policy.

Medication

Inhalers are kept in school in the PPA room. If a child needs an inhaler it will be provided by a member of staff. Any parent bringing medication into the breakfast club should be signposted to the main office to complete the necessary medication consent form.

Risk Assessment

A risk assessment has been carried out for the breakfast club.

Complaints Procedure

Any complaints should be made in writing to the Principal.

This policy will be reviewed by the governing body as and when it is deemed necessary with changing circumstances and if there are extended numbers in school.