

Deal Parochial Church of England Primary School

Breakfast Club Policy

Kindness, Trust, Friendship, Respect, Courage, Forgiveness

Vision statement

Our School is built on the teachings of the Bible and inspired by The Gospel Values of Faith, Hope and Love.

Our Christian ethos is upheld by respecting humanity fostered through our community that is welcoming, inclusive and forgiving.

Together we flourish through courageous learning, friendships and generosity.

TO BE THE BEST THAT I CAN BE – THE WAY GOD INTENDS

Policy Created: March 2023

To be reviewed: March 2025

Safeguarding staff:

Justine Brown - Lead Designated Safeguarding Lead, (lead DSL)

Mel Fox – Inclusion and SENCO lead teacher. DSL

Katherine Porteous – Deputy Head Teacher. DSL

Louise Friend – Early Years lead - DSL

Breakfast club leads;

Jude Holmes – Food and Hygiene level 3

Nikki Bugden – Child care Practitioner, first aid, DSL

AIMS

- To provide the opportunity to attend a mixed age social group and give opportunities to reinforce and enhance social skills.
- To support families with attendance, domestic arrangements and to enable further study or work.
- To improve school attendance overall.
- To prepare children mentally for the school day
- To give the opportunity for additional study in relaxed and secure atmosphere.

ATTENDANCE CRITERIA:

The breakfast club is open to all children, but children who match the following criteria will be given priority:

- Siblings
- Children whose parents attend courses or training
- Working parents
- Children identified by the school and outside agencies as needing additional support
- Parents requesting a place will be on a first come first serve basis.

ACTIVITIES TO INCLUDE:

- Reading – group reading – partnered reading
- Colouring – puzzles – quiet games
- Finishing class set homework
- Listening to music/radio

ROUTINES AND EXPECTATIONS:

- Children can arrive at school from 8.00
- Children will be provided with a breakfast consisting of at least a bowl of cereal, toast and cup of fruit juice, milk or squash.
- An attendance register is kept daily and retained in the school. Parents to book via secretary@deal-parochial.kent.sch.uk and pay using the ParentPay.
- Stock to be ordered using the school credit card from school.

LINKED SCHOOL POLICIES:

- Accessibility (Disability and Equality) Policy
- Behaviour for Learning Policy
- Anti-Bullying Policy
- Health & Safety Policy

Children and staff are expected to be polite, welcoming and respectful. We want to encourage a family feeling, however children whose behaviour is inappropriate over a period of time may not be allowed to attend.

BREAKFAST CLUB POLICIES:



- Admissions Policy
- Charging Policy
- Home/School Agreement

The success of this policy in supporting the work of the breakfast club will be annually reviewed.

INDICATORS OF SUCCESS:

- Improved attendance
- Improved attention and work capacity during morning lessons
- Improved social and communication skills
- Evidence will be taken from attendance registers, comments from breakfast club staff, teaching and non-teaching staff, children and where possible parents.

Breakfast Club Admissions Policy

Introduction

To enable the Breakfast Club to adhere to current legislation, there must be a ratio of one adult to 15 children, so an admissions policy is necessary to ensure that each application is treated fairly.

Rationale

To ensure the correct ratio of adults and pupils and to enable each child equal opportunity to attend.

Aims and Objectives

- To aim for pupils wishing to attend can do so
- To provide the correct level of adult support for those attending.

Monitoring and Review

The Breakfast Club Leader will review and monitor the register and any waiting list each week and once there are eight names on the waiting list will seek to engage a volunteer to enable those children to attend.

Breakfast Club – Home Agreement

Club Leader

We, both as individual staff and as a whole group will do our best to:

- Provide a safe, well ordered and caring environment for children to have breakfast.
- Provide a healthy and nutritious breakfast.
- Encourage children's personal hygiene by washing hands and cleaning teeth.
- Prepare and serve food according to food hygiene regulations.
- Encourage children to relate in a social setting.

Signed:Breakfast Club Leader

Parent/Carers Agreement

We will:

- See that our child/children arrive in time for the start of Breakfast Club.
- Pay any money due on the first day of attendance each week.
- Work with the leader to ensure your child/children's behaviour is positive during each session.
- Understand that if your child's behaviour is inappropriate over a period of time they may not be allowed to attend Breakfast Club.
- Inform the leader of any problems.
- Inform an adult at the club for any reason of absence.
- Inform the leader if our child/children will not be attending any more.
- Payment is preferred through our ParentPay. Non-payment may end in your child's place being suspended until payment is made. Please see Breakfast Club Leader for details.

Signed:Parent/Carer

The Child's Agreement

I will do my best to:

- Follow the school rules
- Listen to the adults
- Let the leader know of any problems.
- Be a friend to everyone
- Be helpful to everyone.

Signed:Name of Child

Breakfast Club – Charging Policy

Introduction

To enable the Breakfast Club to be sustainable payment needs to be made by those using the Club.

Rationale

Breakfast Club will only be sustainable if enough money is generated by those using it to sustain on-going costs.

Aims and Objectives

To ensure the sustainability of the Breakfast Club

To ensure that there is the correct level of adult support for those attending

School practice

Bookings must be made via secretary@deal-parochial.kent.sch.uk and paid for at the time of booking to secure a place.

Parents can book up to midnight the night before the club's session.

- After one week of non-payment a letter will be sent asking for outstanding amount.
- If at the end of the second week there is still no payment and no explanation, then the
- child/ren will not be able to attend. You will be notified by letter.
- Special arrangements may be made with the Breakfast Club Leader where there is deemed to be any special need/circumstance: For example; Parents attending training, Parents on Income Support.

Monitoring and Review

The person responsible for the Breakfast Club will monitor and review payments each week and will be responsible for contacting parents when there are any problems. The Co-ordinator will then discuss this with the headteacher and a decision made.

It is the responsibility of the Governing Body to agree, review and monitor the Charging Policy as and when is necessary.