

# Totley Primary School



## Breakfast Club Policy

Date Reviewed:	January 2015
Reviewed by:	Chris Stewart
Policy to be reviewed by:	January 2016

## Aims

- To provide an affordable child care facility for parents each morning before school.
- To provide a safe, welcoming and secure environment for children.
- To provide a healthy, nutritious breakfast for pupils.
- To provide a calm environment in which children have access to a range of activities.

The breakfast club operates under the umbrella of Totley Primary School and fully adopts all policies and procedures currently in place at the school. These policies can be found on the school website – [www.totley.sheffield.sch.uk](http://www.totley.sheffield.sch.uk)

## Timing

- Breakfast club is open from 7.40am and is located in the school dining room.
- Breakfast club staff supervise the children until 8.40am when they are escorted to the playground and supervised by the member of school staff on playground duty.

## Staffing

- The school operates a 1:12 staffing ratio for breakfast club however there will be a minimum of two members of school staff responsible for the delivery of breakfast club each morning.
- All staff hold fully updated DBS and safeguarding checks.
- All breakfast club staff have completed the statutory Food Hygiene training as well as the Emergency First Aid training.

## Booking

There are two ways to book breakfast club – pre booking and emergency booking.

- Pre booked sessions cost less.
- Emergency places are those booked within 24 hours of the booking
- Sessions should be booked using the Breakfast Club Booking Form which can be found in the appendices of this policy. Booking forms can also be found on the school website and the school office.

**Please note that due to staffing requirements we are unable to accept bookings after 3.30pm on the day prior to the booking.**

## Cancellation

Sessions can be cancelled up to 24 hours before the time of the booking. Non attended sessions that are not cancelled will be charged at the normal rate.

## Registration

- We ask that parents sign their children into the register as they arrive at Breakfast Club.
- Parents of children in Years 3, 4, 5 and 6 who walk to school independently may request that their children register themselves at Breakfast Club. In these circumstances parents should highlight this on the Booking Form. Please note that we cannot accept responsibility for any child until they arrive at Breakfast Club. **Please be aware that parents will not be contacted if their child does not arrive at Breakfast Club as expected. Contact will only be made with parents of absent pupils after normal registration at the start of the school day. No children should arrive at Breakfast Club before 7.40am.**

### **Fees and costs**

The following prices apply to Breakfast club sessions

- Pre booked sessions £3.50
- Emergency sessions (within 24 hours) £4.00

Sessions can be paid for in cash, cheque (made payable to Totle Primary School) and a range of child care vouchers.

Parents will be invoiced on a half termly basis. Alternatively parents may choose to pay in advance for the bookings.

### **Menus**

- The Breakfast Club operates a healthy menu policy. The benefits of children eating a healthy breakfast are well documented and foods containing high levels of fats and sugars are avoided.
- Typical foods available during Breakfast Club include:
  - Fresh orange or apple juice
  - Semi Skimmed milk
  - Unsweetened cereals
  - Porridge
  - Toast
- Dietary needs and allergies can be catered for if we are given prior notification. All dietary requirements should be discussed with staff at the time of booking.

### **Activities and Resources**

- A varied range of activities can be enjoyed at Breakfast Club.
- Resources are stored in the dining room and are subject to the school's Health and Safety monitoring and PAT electrical testing.

### **Safeguarding**

- A separate risk assessment is completed for the use of Breakfast Club each year
- The school's fire procedures are fully adopted by Breakfast Club. Copies of the fire emergency evacuation plan are displayed in the main entrance and in the dining room. The fire assembly point is on the field at the front of the school.
- It is expected that children who require medication will have had their morning dose before arriving at Breakfast Club. Medication to be administered by the Headteacher will be accepted by Breakfast Club staff if it is accompanied by a school Administering Medication Form. These are available on the school website and from the school office.

### **Complaints**

Any complaints should be made in writing to the Headteacher.



# Totley Primary School Breakfast Club



## Registration Form

Child's Name	
Date of Birth	
Emergency Contact 1.	
Emergency Contact 2.	
Allergies	
Other medical information	

I understand that if I choose to allow my child to sign themselves into Breakfast Club, the school cannot accept responsibility until they enter the school building. Furthermore, contact will only be made with parents of absent pupils after normal registration at the start of the school day. No children should arrive at Breakfast Club before 7.40am.

Signature \_\_\_\_\_

Date \_\_\_\_\_



# Totley Primary School Breakfast Club Booking Form



Child's name: ..... Class: .....

Please tick the dates you require Breakfast Club booking:

Week Beginning	Monday	Tuesday	Wednesday	Thursday	Friday

Every day:

My child will sign themselves into Breakfast Club:

Please note that pre-booked Breakfast Club sessions cost £3.50 (sessions booked within 24 hours cost £4.00)

Preferred payment method:

- Cash, cheque
- Child care vouchers\*
- E vouchers\*

  
  


Signed: ..... Date: .....

**\*Please contact the school office to arrange payment**