

WIMBLEDON CHASE PRIMARY SCHOOL



Transforming lives through education, aspiration and inspiration

Breakfast Club Policy

October 2020

AIMS

Our Breakfast club aims to provide:

- an early drop off childcare facility for parents/carers
- a welcoming, safe and secure environment for children before the beginning of the school day
- children with a nutritious breakfast at the start of the day in a pleasant, calm and relaxed environment
- a wide range of structured play activities, enabling children to engage and learn

Organisation

The club is available for pupils from Nursery to Year 6 during the school year. Due to the number of staff available, if demand exceeds the number of places available, a waiting list will be maintained.

Breakfast club is open from Monday to Friday 7.45 am to 8.50 am term time only. (due to Covid-19 Breakfast Club is open from 7.45am to your child's year group start time) Children should arrive no later than 8.30am if they require breakfast. This is to enable staff to clear food and clean before the start of the school day.

Please Note: Breakfast club will not operate on staff development days (INSET)

Parents will be asked to provide each child's medical conditions, parent contact details and additional emergency contact information which will be kept securely in the school office.

Parents/guardians with a child that has any additional or special needs should record these on the Breakfast club registration form so that staff can support individual pupils appropriately.

Parents must notify the school office immediately if there are any changes to these details.

To ensure the safety of children and staff children will be kept in consistent groups to limit interactions and help reduce the spread of infection due to Covid-19. Children will wash their hands on arrival at Breakfast Club and again before eating. Extra hygiene measures have been put in place. Food will not be shared. Equipment, toys and resources selected for each group with additional cleaning and hygiene controls carried out.

Booking and Payment Arrangements:

- A completed Breakfast Club registration form is required for each child attending the Club. **See Appendix 1.**
- Places at Breakfast club are allocated on a strictly “first come, first served basis
- The advertised price includes the cost of breakfast.
- Payment for Breakfast club is to be paid in advance via your child's Parent Pay account.
- Charges are subject to review and may be adjusted from time to time to reflect costs. The charges are advertised on the school website
- Non-payment of Breakfast club fees will result in a reminder letter being sent. If this reminder is not responded to within 7 days, the school reserves the right to refuse the place at breakfast club until the arrears are cleared.
- Due to Covid-19, places must be booked in advance.

Fire Procedures

In the event of a fire, children and staff will follow the normal school procedures, leaving the building calmly via the closest exit. They will congregate on the school's playground in a line. The club's register for the day will be called and all names will be checked.

There will be a fire practice in accordance with the School's fire policy. These will take place termly.

Health and Safety

Breakfast club is run by the school and the existing Health and Safety Policies will be followed.

The Dining hall area and outside area will be checked regularly by staff to ensure the safety of the children.

Accidents

Accidents will be treated by a trained first aider and the accident will be recorded in the accident book.

Breakfast club staff will follow the school's first aid policy.

Medication

Medication will be administered according to the existing school policy on medication. Parents will be required to complete a medication consent form.

Safeguarding and Health and Safety

In accordance with safeguarding arrangements, all staff involved in the running of the Breakfast Club will have current DBS clearance.

Breakfast club staff follow existing school policies and procedures for safeguarding, child protection and the code of conduct.

Where ICT equipment is used, they also follow the schools E-Safety policy and procedures. A risk assessment has been completed for Breakfast Club sessions and activities.

Catering

The children are provided with a nutritious breakfast which consists of cereals, toast and juices.

Food hygiene regulations are followed at all times.

Drop Off Arrangements

Children must not be left unattended at the school gates. Parents must escort their child/children to the Dining Hall and register their attendance.

Behaviour:

The School Behaviour for Learning Policy and Golden Rules with regard to behaviour are followed to ensure consistency for the children at the club.

School Development Area Leader: Caroline Burnett

Linked Governor:

Signed:

Signed:

Date agreed: October 2020

Review date: October 2021

APPENDIX A

WIMBLEDON CHASE PRIMARY SCHOOL

BREAKFAST CLUB APPLICATION FORM

The Breakfast Club is run by a management committee.

Breakfast Club is now by pre-arrangement only. Please complete the form below and return to the school office or by e-mail to bc@wimbledonchase.merton.sch.uk

Please complete all sections. If you are applying for more than one child please complete this form for all siblings:

Name of child/ren

Class

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My child will attend each day of the week

YES/NO

If the answer is NO please indicate which days your child will attend the Breakfast Club:

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The club will be open from 7.45 am to 8.45 am each morning.

Please tick:

My child is likely to arrive a) before 8.00 am

b) before 8.15 am

c) before 8.30 am

Please note that a registration fee of £5.00 is necessary (this is non-refundable and covers administration costs) and the club fee is £5.00 per session, per child. This must be paid in advance via ParentPay for the week or half term. There is no reduction for not eating the full breakfast offered.

Please indicate any special dietary or medical requirements (breakfast will normally consist of fruit juice, cereal, toast and a drink, unless otherwise requested)

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