



# ST. CUTHBERT MAYNE SCHOOL

*Growing together in love and learning as followers of Jesus*

## BREAKFAST CLUB POLICY

### Aims:

- To provide a welcoming, safe and 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/carers.
- 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 children can engage socially with other year groups therefore strengthening relationships within the school community.

### Ground Rules:

1. The Breakfast Club will be run by St Cuthbert Mayne School and is open to pupils from Year 3 to Year 6 from 7.50am to 8.40am. Entrance will be via the Dining Room door on the lower playground. The car park gate to the upper playground will be opened at 7.50am.
2. The Club will provide a healthy breakfast and activities to assist building relationships and promoting a positive start to their day. Children will not be allowed to leave the Breakfast Club room to play outside unsupervised.
3. Staff will be responsible for the care and management of children, treating them with respect at all times. Children will only use the outside toilets or the toilets in 5Mandela classroom.
4. The club will comply with environmental health food safety standards. No food containing nuts will be served. We shall encourage the children in our care to make healthy options when choosing from a set breakfast menu.
5. There are four members of staff in attendance, all of whom will have undergone the appropriate training. Legal guidelines relating to the adult/child ratio will always be adhered to.
6. Breakfast will be served from 7.50am to 8.20am. Once the children have finished their breakfasts, a range of activities will be available. Breakfast Club ends at 8.40am. Children will go outside at 8.30am until the school gates open at 8.40am, supervised by Breakfast Club staff.
7. The Club will operate for children attending St Cuthbert Mayne Primary School only. The club is situated in the school dining hall. Children will not be allowed access to other areas of the school during this time.
8. The charge of **£4.00** covers the cost of care and breakfast. Parents will be given one month's notice of any increase in fees. All fees must be paid in advance and all monies are non-refundable. A register of attendance is taken daily. The school reserves the right

to exclude a child if fees are not paid and refuse entry if a parent has not booked in advance.

9. Parents show agreement with the Breakfast Club policy and school's Behaviour policy by giving consent on the Arbor Parent Portal. The policies are available on the school website.

10. Parents should escort/accompany children to the school gates, children walk directly to the dining room.

11. In the event of a parent wishing to make a complaint, this should be made in the first instance to the member of staff organising the club. If a parent is still concerned then the matter should be taken to the Headteacher, Mr A Sallis.

### **Additional Information**

#### **Behaviour**

Because the Breakfast Club is run by the school, the existing school Behaviour policy will be followed.

#### **Communication with Parents**

Staff will have verbal communication with parents/carers which may involve passing messages to classroom teachers. Written notes to parents/carers from the Breakfast Club staff will be passed on via the child's classroom teacher. Parents/carers may make appointments with a senior member of staff and Breakfast Club staff to discuss matters/issues pertaining to the Breakfast Club.

#### **Safeguarding**

In accordance with Safeguarding arrangements, all staff involved in the running of the Breakfast Club will have current DBS clearance. These records are held in the school office. Staff will follow existing school policies and procedures for child protection and the code of conduct.

#### **Fire Procedure**

In the event of a fire, staff and children will follow the normal school procedures, leaving the building in a calm orderly manner via the nearest exit and will congregate in the playground. The Breakfast Club register will be taken outside and all names checked.

#### **Medication**

Children who need inhalers should have one with them. Medications normally kept in school will be available as per the school's policy, in the School Office. All medication administered will follow the existing school policy.

#### **Confidentiality of Documents**

All confidential documents are kept in the school office in a locked filing cabinet.

#### **Parental/Pupil Feedback**

The school values parental and pupil opinions and will welcome feedback on how the club is run.

