

Mount Street Nursery & Infants School



Breakfast Club Policy

Date	November 2023
Review Date	November 2026

Breakfast Club Policy

Aims:

- To provide a happy, welcoming place at the start of the school day where all children are valued.
- To support working parents by providing an affordable childcare facility.
- Be consistent and reliable to enable parents to have confidence and peace of mind whilst their child is at Breakfast Club.
- To provide a free breakfast for pupils in line with Welsh Government guidance.

Opening Times:

Monday to Friday 8.00-9.00 am. Term time only.

All pupils must arrive by 8.25 am

INSET Days:

Breakfast Club will not operate on staff development days.

Admissions:

The club is fully inclusive for children from Smarties to Year 2. Any parent/guardian with a child that has any additional or special needs should record these on the membership form. This is so that any child can be appropriately welcomed into the club.

Booking and Payment Arrangements:

All pupils must be booked into Breakfast club and NO pupils will be admitted without completing a registration form.

We encourage parents to pay on a half termly basis if they are using the club on a regular basis. Pupils who attend on a more ad hoc basis can pay weekly. Payment is to be made using Parent Pay.

After one week of non-payment, a letter will be sent asking for the outstanding amount. If, at the end of the second week there is still no payment and no explanation, then the child / children will not be able to attend.

Children who receive free school meals will have free entry to Breakfast club.

Fees will still be charged for absences unless notice is given or if the club is closed due to unforeseen circumstances.

If the club is used in an emergency or one off basis, payment must be received on the day.

The Breakfast Club reserves the right to prevent any child's attendance to the club if at any time if they are not acting in a disciplined and responsible manner. Fees in this case will not be refunded.

Location of Breakfast Club:

The Club sessions are held in the dining hall. The School's Lower Foundation Phase kitchen is used to wash tableware in the dishwasher. The equipment and foods are kept in the same room.

Staff ensure that all areas are left clean and tidy at the end of the club session.

Behaviour:

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

If a child continually behaves badly the school reserves the right to withdraw the place.

Communication with Parents:

Occasionally, Breakfast Club will feature in the School's termly newsletter.

Letters, emails or SCHOOP messages will be sent home at the end of the school day regarding Breakfast Club, if parents need to be informed of anything.

Staffing:

Breakfast Club is supervised by:

Miss Liz Stephens - Breakfast Club Leader

Mr Evans and Mrs Marshman - Breakfast club assistants.

They work together to ensure that the children are supervised and breakfast prepared and served and cleared away.

In addition to Breakfast Club staff, a member of the SLT is on site from 8.00 am onwards.

Staff levels may fluctuate to meet current needs. If a member of staff is absent, they must ring Miss Stephens or the Head teacher who will arrange any necessary cover. All staff have a DBS check. Miss Stephens is trained in Basic Food Hygiene and holds a certificate.

Routine:

- Children should enter Breakfast Club via the Hall back door entrance via the playground.
- Children are registered and go into the school hall and take part in a variety of activities
- Staff will prepare the breakfast food.

- Children will only use the toilets in Dosbarth Fern which will be cleaned before school opens.
- Children will help tidy up equipment at the end of the club.

Resources:

Breakfast Club has its own supply of craft resources, games and tableware. This is kept in the school hall where the club takes place. All electrical equipment is PAT tested annually.

Parental and Pupil Feedback:

The school values any parental or pupil opinions and welcomes feedback about how the club is run. Please talk to staff or make an appointment to speak to the Head teacher.

Complaints Procedure:

All complaints in writing by a parent regarding the Breakfast Club will follow the school complaints procedure.

Cancellations:

Cancellations would be due to school closure due to adverse weather conditions, problems with the building e.g. no heating or water supplies, or unforeseen circumstances.

In the event of a cancellation:

- A member of school staff will endeavour to contact individuals by text SCHOOP by 7.30am.
- School closures are reported on the Powys County Council website.

Breakfast Menu:

Our selection of food aims to be a healthy balance. Children have the choice whether to have food or not, although they are encouraged to do so. **The registration form will detail any specific requirements a child has.**

Emergencies:

As part of the membership form, parents will be asked to complete emergency contact numbers to enable Breakfast Club staff to contact them in the case of emergency.

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 field in the designated Assembly point.

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 emergency fire and evacuation policy.

Safety & School Policies**Health and Safety:**

Breakfast Club is run by the school and the existing Health and Safety Policies will be followed. The hall area will be checked regularly by staff to ensure the safety of the children.

Risk assessment:

A separate risk assessment has been completed for Breakfast Club sessions and activities.

Equal Opportunities:

Breakfast Club will take positive steps to ensure that provision is made for a safe, caring and welcoming environment, which promotes and reflects cultural and social diversity and is equally accessible to all. All children and their families will be treated with equal concern and value.

Safeguarding:

In accordance with Safeguarding arrangements, all staff involved in the running of the Breakfast Club will have current DBS. These records are held in the school office. Breakfast Club staff will follow existing school policies and procedures for child protection and follow “The Wales Safeguarding Procedures”.

Policies and Procedures:

Breakfast Club will follow the school’s own policies and procedures and these are available from the school office.

Accidents:

Accidents will be treated by a trained first aider and the accident will be recorded in the accident book. Breakfast Club will follow the school’s first aid policy.

Medication:

Inhalers are kept in the classrooms. If a child needs their inhaler then a member of staff will escort them to their classroom to supervise them using their inhaler. This will be recorded in line with the school’s recording system and the class teacher told on Handover. Other medication will be administered according to the existing school policy on medication and recorded in line with School policy

Signed: (Chair of Governors)

Date:

Date of Review: November 2026