



Breakfast Club Policy and Agreement for Parents and Carers

Aims and Priorities

- To support working parents for whom working hours are longer than the school day.
- To provide a healthy, nutritious breakfast in a safe, supportive and fun environment.
- To improve the punctuality of children who have been identified by our Pastoral Team.
- To improve the attendance of children who have been identified by our Pastoral Team.

Over-subscription criteria

Our breakfast club is very successful and is therefore over-subscribed. There are 50 places available at any one time. Parents/carers who require a breakfast club place for their child will need to complete the attached request form. If a child does not attend breakfast club for 2 consecutive weeks, the place will be removed and allocated to a pupil on the waiting list (unless the child has been absent from school) and the parent/carer will need to reapply for their place.

Priority will be given to children of working parents for whom childcare is essential prior to the start of the school day, as well as children identified by our Pastoral Team.

Places will not be allocated according to length of time on a waiting list as the breakfast club has clear aims and priorities to fulfil.

Organisation

- Breakfast club opens at 7:50am and your child must be in school by 8:00am. Arrival after this time may result in your child not receiving breakfast.
- The club is available for children from Reception to Year 6.
- Parents / carers **must** bring their child into school and sign their child in electronically as children are not permitted to use the signing in machine.
- Children eat breakfast and engage in a range of activities in the school hall until 8:45am. Children choose from a variety of healthy and delicious foods which generally consist of cereals, toast, bagels, crumpets, fruit, juice and milk. If your child has any allergies please ask for an allergy form from the office.
- At 8:45am, children are taken by a member of staff to their class base. All children are fully supervised at all times.
- Children are encouraged to develop social and practical skills: they are expected to serve themselves wherever possible, to tidy away after themselves, to help and support each other and to always use good manners.
- Children are expected to follow our school rules and display behaviour in line with our school policies. Members of staff will use our behaviour policy to support good behaviour. School reserves the right to stop a child from attending breakfast club if they demonstrate behaviour which affects the health, safety, wellbeing or enjoyment of others.

Payments

- Payments must be made weekly in advance via the MyEd/PlusPay app as (we are no longer able to accept cash payments.) If you do not have access to the app, or require assistance, please contact the school office.
- Arrears will not be allowed to accumulate, and school may withdraw the place if weekly payments are not made.

Safeguarding and Health and Safety

- In accordance with Safeguarding arrangements, all staff involved in the running of the breakfast club have current DBS clearance. These records are held in the school office.
- 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 separate risk assessment has been completed for breakfast club sessions and activities.

Fire Procedure

- In the event of a fire, children and staff will follow the normal school procedures, leaving the building in a calm orderly way via the closest exit.
- The club register will be taken outside and all names checked.

Cancellation of Breakfast Club

The only foreseeable cause for cancellation would be school closure due to adverse weather conditions or problems with the building, e.g. no heating or water supplies. In the event of closure:

- A member of school staff will endeavour to contact all parents and carers - by text - as soon as possible.
- During adverse weather conditions, school closure will be reported on the school website, the Leeds City Council website and may be announced by local media.

Complaints

All complaints will follow the school's complaints policy.