

Policy: Breakfast Club Policy
F&R approval: October 2023
Ratified FGB: November 2023
Review: November 2026

Holy Trinity Church of England (VA) Primary School



Believe • Achieve • Inspire •

Breakfast Club Policy

SCHOOL VISION

At Holy Trinity Church of England Primary School our Christian vision shapes all we do.

*"I know that there is nothing better for people than to be happy and to do good while they live."
Ecclesiastes 3:12.*

Our vision is to be an inspirational place of learning where:

- we facilitate opportunities so every child can flourish in a place where they feel safe, **happy and confident**.
- staff **well-being** and professional development is valued and supported in order to fulfil their roles, inspire others and experience personal **fulfilment**.
- the school provides facilities that enables an **optimum learning environment**.
- the **school plays a central role within our community** and enjoys strong **links with the church, local companies and other schools**.
- we create a culture of vigilance to safeguard all children

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Breakfast Club Aims:

- To provide an affordable, early drop off childcare facility for parents/carers.
- To provide a welcoming, safe and secure environment for pupils before the beginning of the school day, so that they are ready to learn for the start of the formal school day.
- To provide children with a nutritious breakfast at the start of the day in a pleasant, calm and relaxed environment.
- To break even with costs so that the provision covers itself

Introduction

Holy Trinity Breakfast Club is run by Holy Trinity Primary School and exists to provide high quality out-of-school hour's childcare for our parents/carers. The children have the opportunity to have a choice of food and drink for a healthy start to the day, and to join in activities on offer. They are encouraged to be independent at these times and to make decisions for themselves, through their choice of food and drink, and to participate in activities with each other, developing social and interactive skills.

The breakfast club operates Monday – Friday from 7.30am – 8.30am during school term time only, (excluding INSET days). There are two start times 7.30am and 8.00am. A copy of this policy is provided to all parents of children attending the club and is also available on the school website. All parents must complete a registration form for each child attending the club and sign the parental agreement to adhere to the terms of this policy. (Appendix 1)

Admissions

- Only children attending Holy Trinity Primary School from Reception Year to Year 6 are eligible to attend the Breakfast Club.
- All places are subject to availability.
- The registration process must be completed prior to the child's commencement at the club.
- This policy is available for parents to view via our school website and hard copies can be made available upon request.
- All club staff are made aware of the relevant details of all children who are signed up.
- Children's attendance is recorded in a register.

Booking Places

- Applications for Breakfast Club places are to be completed via a booking form obtained from the school office for completion. (Appendix 1)
- Priority booking for some places will be given to families in receipt of Pupil Premium.
- Successful bookings will be confirmed in writing or by telephone or face-to-face.
- Fees are paid termly in advance and can be paid by cash or cheque payable to RBWM. The school is registered for payment via child care vouchers.
- Bookings can be taken on the day once the child is registered via the booking form. Parents are invoiced at the end of each month for children who attend on an AdHoc basis.

Pricing Policy

- Prices are agreed by the Headteacher and the Governing Board
- Current costs are published on our website.
- Payment is due for all booked sessions.
- Refunds are not given.
- Parents/Carers will always be given at least a half term's notice of any change in fees.

Staffing

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- The Breakfast Club Leader is the bursar
- Other school staff members will be suitably qualified to take all ages attending the club.
- The club will be staffed at the ratio of 1 adult for every 15 children. At all times the Breakfast Club staff will be present; in addition, the breakfast leader and/or members of the school Heads Team are in the building from 7.45am onwards.

Arrival and Departure at Breakfast Club

- Parents/Carers are required to bring their child to the side door on Church Road and sign them in.
- All children will be sent directly to their classrooms at 8.30am for KS2 and taken to their room if EYFS or KS1.
- Pupils who require a breakfast must arrive before 8.15am, in time to eat before moving to their activities and classroom.
- Parents must call the school office if their child is going to be absent from the club, using the usual absence reporting procedures, but making it clear that it is absence from Breakfast Club.

Food

Breakfast Club children will be offered a breakfast, in line with the School Food Regulations, January 2015, which will include:

- Fruit juice, milk or water
 - Cereal
 - Toast with butter/jam/honey/marmite
 - Yoghurt
 - Fresh fruit
- Staff will encourage all children to eat a breakfast that will enable them to be successful in their learning throughout the morning.
 - Parents will be advised if their children do not eat appropriately.
 - Breakfast will be served to children until 8.15am and any child wishing to have breakfast must have arrived by this time.
 - Any special dietary needs or allergies should be recorded on the booking form.

Behaviour

Whilst attending Breakfast Club, children are expected to:

- use socially acceptable behaviour;
- respect one another, accepting differences of race, gender, ability, age and religion;
- choose and participate in a variety of activities;
- ask for help if needed;
- enjoy their time at the club.

Positive behaviour is encouraged by staff acting as positive role models, praising appropriate behaviour and informing parents about individual achievements.

Dealing with inappropriate behaviour: The Breakfast Club will follow the school's Behaviour and Discipline Policy. Any child that persistently disrupts the smooth running of the Breakfast Club may forfeit his/her place.

Policies

The Breakfast Club will follow all relevant policies of the school (see website).

Closure

In the rare event of severe weather or school damage, it may not be possible to open the Breakfast Club. Parents will be notified by text and via the school website of the closure and the reason for this. Once the

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school knows when the Breakfast Club can operate again, it will notify parents using the same communication methods. The responsibility for communication is with the school bursar.

This policy was adopted by Holy Trinity CE Primary School and agreed by the Finance and Resource Committee and ratified by the Full Governing Board.

Approved by.....on behalf of the School Governing Board.

Signature:.....

Date:.....

Holy Trinity CE Primary School, Sunningdale

Email: holytrinitysunn@holytrinityprimary.org.uk
www.holytrinityschsunningdale.co.uk

BREAKFAST CLUB REGISTRATION FORM

Please complete all sections of this form

SURNAME:	FORENAME:	MIDDLE NAME:
If different, surname on Birth Certificate: Legal Surname as shown on birth certificate		Date of Birth: / / Male / Female
Address at which Student Lives: Post Code:..... Home phone:.....		
Please list in numerical order those who the school should contact in an emergency.		
☐ Full Name: Mrs / Ms / Miss / Mr Relationship:..... Do they have responsibility for student? Yes / No Can they be contacted in emergency? Yes / No Address:..... Post Code:..... Home Phone:..... Work Phone:..... Mobile:..... E-mail address:.....Occupation:..... ☐ Full Name: Mrs / Ms / Miss / Mr Relationship:..... Do they have responsibility for student? Yes / N Can they be contacted in emergency? Yes / No Address:..... Post Code:..... Home Phone:..... Work Phone:..... Mobile:.....		

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E-mail address:.....	Occupation:.....
If you are Foster Parent to this student please insert name of Social Worker:	
Name of Doctors Practice:.....	
Phone Number:.....	
Address:.....Post Code:.....	
Please list any medical conditions including asthma, diabetes, allergies including food, eczema etc which may affect your child's education or require attention at school.	
Condition	List any medication to be taken during school day

Consent Information

- I consent for my child to attend the school's Breakfast Club.
- I give permission for a trained member of staff to administer appropriate first aid if required.
- I give permission for Holy Trinity School to seek any necessary emergency medical advice or treatment in the event that my child is involved in a serious accident. I expect to be contacted immediately on the above telephone numbers.
- I understand that persistent late or non-payment of fees may jeopardise my child's continued place.
- In an emergency I will ring the Breakfast Club's telephone number 07880508164.
- I confirm that the information given on all forms is correct and agree to notify the Breakfast Club staff of any changes in detail.
- I understand that the information given on this registration form is confidential.

Signature of Parent/Carer/Guardian: _____

Date: _____