St Mary's Roman Catholic Primary School

Wisdom & Faith

Ofsted Outstanding Provider

Breakfast Club Policy

Adopted and signed for on behalf of governing body: (Name)	
Date	30th November 2022
Policy to be reviewed on	September 2023

Breakfast Club Policy

School Vision and Mission

Vision
Developing every child's full potential in an outstanding learning environment in their journey in wisdom and faith,

Mission Statement
St Mary's School is committed to providing the best possible education for all children and to developing each child's full potential. The teachings of Christ inform all our efforts and the way in which we treat one another. We seek to provide an orderly, stimulating environment in which effort and personal success are rewarded, special gifts are catered for and needs are met.

Aims

St Mary's Breakfast Club aims:

• To create a safe, calm, disciplined and positive atmosphere in which children can enjoy a healthy, nutritious breakfast under the supervision of qualified staff.
• In accordance with the school's healthy eating ethos, to provide a nutritious breakfast served in a relaxed and supervised environment.
• To guide and foster the growth in faith of each individual involved in the school community by St Mary's RC Primary School and contribute towards the extended school programme.

Opening Times

The Breakfast Club will open during term time only.

It will open each morning, Monday to Friday from 7:45 until 8:45am 8:50
Breakfast is served from 7:45 to 8:00 am.
A register is taken when the children arrive.

Breakfast Menu

Breakfast will include

- A bowl of cereal or porridge
- Toasted bread or a toasted bagel with spread
- A piece of fruit
- Water will be provided

Breakfast Club Activities

After breakfast and until 8:45, children will be supervised inside the main hall or in the playground (depending on the weather). Inside activities will include board games, drawing and writing activities. The children can also choose to read. After breakfast and until 8:45, children will be supervised inside the main hall or in the playground (depending on the weather). Inside activities will include board games, drawing and writing activities. The children can also choose to read.

After breakfast and until 8:45, children will be supervised inside the main hall or in the playground (depending on the weather). Inside activities will include board games, drawing and writing activities. The children can also choose to read. In the warmer weather, children will be able to play outside in the playground, supervised by a member of staff. Outside activities will include ball games and free play.

All breakfast club members will go out to join the rest of the school in the playground at 8:45am, ready to go to class at 8:50am.

Breakfast Club Staff

Breakfast Club staff are:

- Breakfast Club Leader
- Additional support from one or two Breakfast Club assistants depending on pupil numbers

All staff are DBS checked, certified in First Aid, and have had appropriate training. The ratio of staff to children is in line with Government recommendations.

The Breakfast Club Leader will maintain a record of all members of the Breakfast Club and a register of attendance will be taken daily.

Fees and Payment

Breakfast club is offered to pupils of St Mary's RC Primary School during term time only.

The cost is a contribution of £5.00 per child per session, £4.50 per child per session for siblings if they attend regularly and £5.50 for children on a part time basis (ie. Particular days limited to 2 or 3 during the week but not for the whole week). This contribution is to cover the hour's supervision from Breakfast Club staff. Without contributions from parents, Breakfast Club will not be sustainable.
Breakfast is free.
Children eligible for Free School Meals can access Breakfast Club without paying the contribution until further notice. If at any point your child is no longer entitled to free school meals you will need to contribute to the Breakfast club.
All payments should be made in advance.
Non-payment will deem a child not eligible to attend.

Cancellation

If you no longer require a place for your child/children you must give half a terms notice in writing to office@st-marys.lambeth.sch.uk Once the school receives notification of cancellation

of your child/children's place you will receive a response detailing the date of your child/children's last day of attendance.

Policies and Procedures

School Policies relevant to the Breakfast Club include:

- Equal Opportunities;
- Health and Safety;
- Whole School Food Policy

Charging and Remissions policy

Parental/Pupil Feedback

The school values parental and pupil opinions and will welcome any feedback or suggestions.

Complaints Procedure

In line with school policy, please inform the Breakfast Club Leader of any concerns in the first instance.

Guidelines for Children, written specifically for the pupils attending

We need to have rules at Breakfast Club to keep everyone safe, healthy and happy. Children will be expected to follow these rules. These are the school and class rules with a few additions relevant to Breakfast Club.

Rules for the whole school

1. Be in class on time.
2. Eating and chewing are not allowed on the school premises, except fruit at morning playtime, fruit for infants in the afternoon and school dinners/packed lunches which must be eaten in the Dining Centre.
3. Only bring things from home with the teacher's permission eg. toys, are not allowed.
4. Keep hands, feet and objects to yourself.
5. Always speak to people politely, insulting language, offensive remarks or answering back are unacceptable. Also unacceptable is sexist or racist language or behaviour.
6. When moving around the school walk quietly and calmly.
7. Respect other people's property – stealing/damaging other people's things or school property is not allowed.
8. Follow instructions the first time they are given without arguing.

Class rules

1. Follow instructions the first time they are given.
2. Hands up for attention.
3. Work to the best of your ability in the time allowed.
4. Allow others to work without interruption.
5. Only leave the classroom if you have permission.

Additional Breakfast Club rules:

- Do not leave the Breakfast Club room once you have been signed in unless an adult gives you permission
- Ask an adult if you need help or speak to an adult if something is wrong

Children should make sure that they do their best to follow the rules of the Breakfast Club as well as the school and class rules. If a child refuses to follow these rules then they may not be allowed to remain at Breakfast Club.

Guidelines for Parents/Carers

Parents are asked to pay the contribution for the club promptly. If parents have any difficulty making the requested contribution or their circumstances change, they should speak to the Breakfast Club Leader or School Business Manager. All matters will be dealt with as quickly as possible and with discretion

In the unlikely event of a child not behaving appropriately at Breakfast Club, staff members will contact the parent. If a child refuses to follow the rules of the club, then after consultation with the parents and due warning, the child's place may be revoked.

If you wish your child to attend Breakfast Club, you must ensure that they arrive at the main pupil gate at 7:45am. A member of staff will open the gate at 7:45am and remain at the gate for five minutes, until 7:50am.

Parents are asked to not send child earlier than 7:45am or later than 7:50am.

Payment for Breakfast Club staff

The member of staff who is responsible for the Breakfast Club will be paid per hour as will Breakfast Club Assistants.

We ensure that all staff are paid in accordance with the Breakfast Club Policy dated 2022-2023

POLICY REVIEWED October 2022