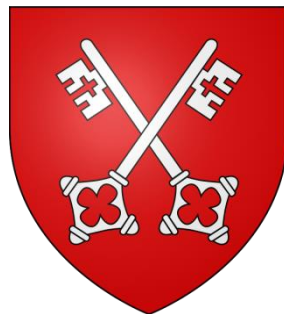


ST PETER'S PRIMARY SCHOOL

Breakfast Club Policy

(Updated March 2025)



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Breakfast Club Policy

Objectives

- To provide a welcoming, safe, secure environment for pupils before the beginning of the school day
- To enable pupils to eat breakfast before the start of the school day in a pleasant, relaxed environment
- To employ caring Breakfast Club Supervisors
- To provide a calm play environment for those pupils

Organisation

The breakfast club is open to all pupils attending St Peter's Primary School. It is open from 7.30am to 8.30am, but children should arrive via the Breakfast Club entrance no later than 8.00am. Children arriving after this time must enter via the main school office. Breakfast club is held in the multipurpose room. The child's details, medical conditions, emergency contact details, and additional emergency contact name, address and telephone number are kept in the school office which is accessible to Breakfast Club staff. It is the responsibility of the parents to ensure that the office is informed of contact changes.

Use of registers

Children are registered as they enter the room. New children are added to the register. In case of an emergency where children will be evacuated to the fire assembly point, the register will be used to ensure all children are accounted for.

Staffing and supervision

The children are always adequately supervised. Management staff are contactable in the event of any queries or staffing issues. All members of staff are appropriately police checked. A First Aider is always present. It is the responsibility of the parent to ensure that the children are handed over safely to the staff on arrival.

Food and activities

Children will be offered a range of cereals, toast and milk or water for breakfast. Following breakfast, activities will be on offer for the children to participate in. All resources necessary for the club will be purchased from Breakfast Club fees.

Behaviour

Expectations of behaviour are in line with the School's Behaviour Policy. Our Behaviour Policy is based on a whole school approach to positive reinforcement and modelling of good behaviour. Children are always expected to show a good standard of courtesy and behaviour. If there are concerns with behaviour, then parents will be contacted. Ultimately, exclusion from breakfast club will be the final sanction from such provision when all possible strategies have failed.

Pricing

The breakfast club daily fee is £4.00. This fee is to cover the cost of:

- Staffing and administration
- Food
- Equipment and day to day running costs

It may be necessary to change fees from time to time. However, parents/carers will always be given notice of this. The club is run on a non-profit making basis.

Bookings/Cancellations/Fees

Bookings for Breakfast Club are made half termly in advance. If parents/carers book sessions and do not send their child, the charge will still be made. Cancelled sessions must be paid in full. No refund will be given if the child is absent or sick, or if school is closed due to unforeseen circumstances, e.g. snow. Bookings must be made via SchoolCloud or by contacting the school office who can be emailed on admin@stpeter.sch.je.

First Aid

If First Aid is administered, the treatment is given in line with School First Aid Policy.

Risk Assessment

A risk assessment has been carried out for the breakfast club and is reviewed annually.